



Student Handbook

2002 - 2003



AVILA UNIVERSITY

STUDENT HANDBOOK

2002-2003

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I. INTRODUCTION

Welcome to Avila University! Hearing that statement may cause you to pause—we are now a University, no longer Avila College—a transition that occurred this summer. You will find that while we may be excited about our new stature as a University, our core Mission and Values have not changed. We continue to be sponsored by the Sisters of Saint Joseph of Carondelet, rooted in the Catholic tradition, and very much empowered by the values and example set by this incredible group of women.

Our new name, though, is an opportunity to rededicate ourselves to serving you, our students, and to partnering with you on an educational journey. Your growth and development is the reason we exist—you will find that faculty and staff are dedicated to supporting you in that endeavor.

If a new student, you will find that we truly live by our values and that we are a community shaped by its members. As one of those members, I strongly encourage you to take full opportunity to be an active member, challenging us all to live by our values and bringing your own special talents and personality to the forefront of our community. While we will offer as much support as possible, we do need you to be serious about your membership in our community and to put forth your best effort in partnering with us on this educational journey. If there is a club or organization or activity that interests you and does not exist, then become a leader in its development and implementation.

This community ensures you many rights, and imposes many responsibilities. This Student Handbook is a guide to assist you during your time here. One of your first responsibilities as a student at Avila is to read this book and to understand your responsibilities under the University policies and the Student Code of Conduct. It will help you understand this community's expectations. There are some occasions during the course of an academic year when there are modifications and changes to the policies contained within; normally those are distributed after they are approved through the appropriate channels, many of which involve student input. Academic policies are contained in the Avila University Catalog, another publication for which you need to be familiar.

I am looking forward to a great first year as Avila University. If you have any questions that my colleagues or I can help answer, please don't hesitate to call upon any of us.

Welcome to Avila University!

Sincerely,

Joseph W. Deighton
Vice President & Dean for Student Affairs

THE AVILA UNIVERSITY MISSION STATEMENT

Avila University is a value-based community of learning, Catholic, co-educational, and sponsored by the Sisters of Saint Joseph of Carondelet. In a climate respecting the worth and dignity of each individual, the University provides liberal arts, professional, undergraduate, and graduate education for students' responsible life-long contributions to the contemporary world.

Adopted 1986-1987

AVILA COMMUNITY VALUES

- excellence in teaching and learning
- the Catholic identity of the University
- the sponsorship and contributions of the Sisters of St. Joseph
- the worth, dignity, and potential of each human being
- diversity and its expression
- commitment to the continual growth of the whole person
- interaction with and service to others

Adopted 1988

PRAYER OF ST. TERESA OF AVILA

Let nothing disturb you.
Let nothing frighten you.
All things are passing;
God only is changeless.
Patience gains all things.
Who has God wants nothing.
God alone suffices.

HISTORY OF AVILA UNIVERSITY

The Sisters of St. Joseph were founded in LePuy, France, in 1650 to serve their neighbors by responding to the needs of society. In 1836, six Sisters arrived in America and traveled up the Mississippi to St. Louis, Missouri, and settled in a small town south of the city known as Carondelet. These women established several schools and were soon known as the Sister of St. Joseph of Carondelet.

In 1866, five Sisters came to Kansas City and opened the first private high school for young women, St. Teresa's Academy. In 1916, the academy administration chartered the first private college for women in Kansas City, the St. Teresa College, and offered a two-year program leading to an Associate of Arts Degree. Fifteen years later, St. Joseph's Hospital School of Nursing became affiliated with the college and nursing students were enrolled in basic science and humanities courses.

In 1940, the college was expanded to a four-year liberal arts college with professional programs in nursing, education, and business. It was fully accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools in 1946 and was called the College of St. Teresa.

The college established Kansas City's first baccalaureate degree program in nursing in 1948 and was accredited by the National League for Nursing in 1966. Additional programs in allied health, social work, and special education were developed to complement strong programs in the liberal arts.

The growth of the college resulted in a move to its present campus in 1963, which is located in suburban South Kansas City, three miles from Interstate 435. Seeking to serve a diverse population, the college became co-educational in 1969, established graduate programs in business, education and psychology in 1978 and began Kansas City's first Weekend College in 1984.

Since its founding 1916, Avila University has been committed to excellence in teaching and learning in an environment that respects the uniqueness of each person and stresses responsible service to others.

ACCREDITATION

Avila University is accredited by:

The Higher Learning Commission and a member of the
North Central Association
30 North LaSalle St., Suite 2400
Chicago, Illinois 60602-2504
(800) 621-7440, Fax (312) 263-7462
Internet: info@ncacihe.org

For information on specific program accreditation, please refer to the Avila University Catalog

AVILA UNIVERSITY CURRICULUM AND UNIVERSITY-WIDE EDUCATIONAL OUTCOMES

Please refer to the Avila University Catalog for a complete listing of the Avila Curriculum, University-wide Educational Outcomes, and the Programs and Courses of Instructions

II. CAMPUS RESOURCES

ACADEMIC AFFAIRS OFFICE ▶ Ext. 3758 & 3759

Blasco Hall ▶ Upper Level

Office Hours ▶ Monday – Friday 8:00 am – 5:00 pm

Information concerning Commencement, the Honors Banquet, Grade Appeal procedures and Credit for Prior Learning procedures can be obtained in the Academic Affairs Office. The Office also works with students on academic probation, coordinates campus retention and First Year Seminar activities and handles written requests for late withdrawals from classes and/or refunds of tuition for extraordinary circumstances. The offices of the Provost and Vice President for Academic Affairs, the Assistant Vice President for Academic Affairs and the Associate Dean for Academic Affairs are located in this area.

ATHLETIC DEPARTMENT ▶ Ext. 3634

Mabee Field House

Dept Office Hours ▶ Monday – Friday 8:00 am – 5:00 pm

Field House Hours ▶ Monday – Friday 8:00 am – 2:00 pm

▶ Monday – Thursday 7:00 pm – 10:00 pm

▶ Saturday Closed

▶ Sunday 7:00 pm – 10:00 pm

The Athletic Department is responsible for the development and administration of an intercollegiate sports program that provides quality and competitive opportunities for students in a variety of fields. Avila offers intercollegiate women's competition in basketball, soccer, softball and volleyball. Intercollegiate opportunities for men's competition include baseball, basketball, football, and soccer. In addition, Avila sponsors spirit squads that include a performance dance team and cheer team.

The Director of Athletics, in conjunction with coaches and staff, coordinates recruitment of student athletes, promotion of athletic programs and management of all athletic facilities and equipment including the Mabee Field House and the Zarda Sports Complex.

The Eagles are members of and compete at the National Association of Intercollegiate Athletics (NAIA) level and have a conference affiliation with the Heart of America Athletic Conference.

Avila students, faculty, and staff receive free admission to all home athletic contests.

BOOKSTORE

► Ext. 3630

Marian Center ► Lower Level

Hours	► Monday – Thursday	8:30 am – 6:00 pm
	► Friday	8:30 am – 4:00 pm
	► Saturday & Sunday	Closed

In addition to providing textbooks required by Avila University courses, the campus Bookstore also offers school and office supplies, logo clothing, and miscellaneous gifts. The Bookstore accepts cash, checks, Visa, MasterCard, and Discover. The Bookstore is also responsible for lost & found items. For more information, please call (816) 501-3630.

BUSINESS OFFICE

► Ext. 3700

Blasco Hall ► Lower Level

Office Hours	► Monday – Friday	8:00 am – 5:00 pm
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The Business Office handles financial matters of the University. Payment of tuition, fees, fines, and deposits are collected there. The Business Office accepts Visa, MasterCard, and Discover credit cards. Any questions related to student account balances or Perkins loans should be directed to the Business Office.

Student Payroll: Federal work-study students are paid once a month: see the pay schedule in the Financial Aid office. All students must have current federal and state W-4 and I-9 forms on file with the Business Office in order to be paid. In order to receive checks, the student is required to present either the student identification card or valid driver's license.

CAMPUS MINISTRY

► Ext. 2423

Foyle Hall ► Office located inside North Entrance

Office Hours ► Monday – Friday 8:30 am – 4:30 pm**

**The Director is in and out of the office according to duties. It is best to set an appointment but you are always welcome to just drop by. Sunday appointments are possible, too.

Chapel Hours ► Daily 8:00 am – 9:00 pm

Mass Services ► Sunday 11:00 am

► Tuesdays & Wednesdays Noon

► 1st, 3rd, & 5th Thursdays Noon

Ecumenical ► 2nd & 4th Thursdays Noon

Prayer

Service schedule applies to fall and spring semesters only.

Any variations will be posted.

Campus Ministry views the development and exploration of “Spiritual Values” as an important part of ongoing and comprehensive formation at Avila. Students are invited to develop their spirituality through communal celebrations, liturgies, interfaith services, social justice awareness, community service, small communities for faith sharing, retreats, pastoral counseling, and spiritual direction. Student leadership and involvement is highly encouraged in the variety of ministries offered. Each year students are chosen as the Barley Team who, with the Director of Campus Ministries, comprises the leadership team. Whether on the leadership team or not, each of us is called to ministry by virtue of our faith. All are invited to live their faith by becoming involved with Campus Ministry.

CAREER SERVICES

► Ext. 3666

Blasco Hall ► Lower Level ► Student Resource Center

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

Special appointments are available.

The Career Services Coordinator is available to assist all interested students with such topics as:

- Major selection & career decision-making
- Gaining practical experience and building skills.
- Job-readiness (résumé and cover letter preparation, networking, interview skills, and other aspects of the job search process)

Off-campus part-time and full-time jobs and internships posted for Avila students may be viewed in the Career Services Office, as well as on MonsterTRAK.com.

Career related books may be checked out from our Career Center library.

Lists of career websites and a number of other handout materials are available along with corporate files and videos.

Employer fairs and interview days are co-sponsored with other local schools and are free of charge to our students and alumni.

Career Month programs and workshops are also offered.

Individual appointments may be scheduled to obtain personal assistance with any of the opportunities listed above.

CHILD CARE CENTER

► Ext. 3745

Hodes Education Center ► Room 719

Hours ► Monday – Friday 7:30 am – 5:30 pm
(*fall & spring semesters only*)

The Child Care Center serves children ages two and a half through six (2½ -6) years of age (must be toilet trained). Children enjoy free play supervised by the Child Care Coordinator and student assistants. The cost is \$4.00 per hour, per child, and \$3.00 per hour for each additional child per family. Days of service closely coincide with academic calendar.

COLLEGE SKILLS

► Ext. 3666

Blasco Hall ► Lower Level ► Student Resource Center

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

Also by appointment evenings and weekends.

Tutoring is available Sunday, Monday, Tuesday, and Wednesday evenings in the Ridgway Hall Outreach Center.

To ensure student success, Avila encourages students to meet with the Coordinator of College Skills for support and advice on how to enhance academic success. Together they explore such issues as writing, time management, note and test taking, study strategies, and other academic skills.

Tutors are available to work with students on writing skills and a variety of content areas. For more information or to schedule an appointment call the

Student Resource Center, or see <http://www.avila.edu/info/src/collegeskills/index.htm>

COUNSELING

► Ext. 3666

Blasco Hall ► Lower Level ► Student Resource Center

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

Counselor hours vary according to need.

A licensed mental health professional is available to provide:

- Assessments
- Personal counseling dealing with a wide range of issues
- Support for those struggling with a personal crisis.
- Referrals to outside agencies as appropriate.
- Workshops, information sessions, and opportunities to share experiences and learn in a small group setting.

Individual appointments may be scheduled to obtain personal assistance with any of the issues listed above.

DISABILITY SERVICES

► Ext. 3666

Blasco Hall ► Lower Level ► Student Resource Center

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

Avila University welcomes students with physical or mental challenges who can be successful learners and contributors to the Avila Community. To apply for accommodations in your learning environment (curricular and co-curricular), contact the Disability Services Office. The Coordinator of Disability Services welcomes questions, issues, and concerns. For more information see the Disability Services website at <http://www.avila.edu/info/src/collegeskills/services.htm>

FINANCIAL AID

► Ext.3600

Blasco Hall ► Upper Level

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

Avila University believes every student should choose a college based on the academic quality of the institution, not the cost. The Financial Aid Office staff is dedicated to assisting students in the pursuit of higher education. The majority of students at Avila receive some form of

financial assistance. Financial aid consists of scholarships, grants, loans and work-study. Contact the Financial Aid Office to find out more information on these sources and how to apply.

FOOD SERVICE

► Ext. 3755

Marian Center ► Upper Level ► Dining Hall

Dining Hall Hours ► Monday – Friday 7:00 am – 7:00 pm
 ► Saturday & Sunday As Posted

Dining hall hours are subject to change and are always posted outside of the dining hall main entrance.

The University, through a private contractor, provides a variety of food service programs and services for the campus. The primary food service facility on campus is the Dining Hall, located in Marian Center.

All resident students select a meal plan option. Currently resident students have the choice of a carte blanche meal plan or a block plan. Full details are available through the Student Life Office.

Commuter students, faculty, and staff have the opportunity to select one of several commuter meal plans. Commuter meal plan information and contracts are available through the Student Life Office.

HEALTH AND CHILD SERVICES

► Ext. 3668

Hodes Education Center ► Room 713

Office Hours ► Monday – Friday 8:00 am – 5:00 pm
 (fall & spring semesters only)

The nurse-directed health center is staffed by a registered nurse and offers free health services to all students. Services include minor illness/injury assessment, treatment with non-prescriptive medications and medical supplies, emergency care, referrals to campus resources or appropriate community health care resources. Health counseling and education are provided on an individual basis or through group programs.

Health Services is the primary campus contact for student health insurance information. Information about the Child Care Center and Montessori School is also available from this office.

IDENTIFICATION CARDS (IDs)

► Ext. 3660

Marian Center ► Upper Level ► Student Life Office

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

All students are required to have an official, validated Avila University ID card. Students shall present their ID card upon request of an authorized official for services, admittance to activities and events, and the use of some facilities. ID cards are required for students on a meal plan to access food service. Some local businesses grant discounts to students who present a valid ID. ID cards must be validated each semester that a student is enrolled at Avila. Replacement ID cards are available at a cost of \$20.00, due at the time of card replacement. For more information or for a schedule of times for the ID service, please contact the Student Life Office.

INTENSIVE LANGUAGE & CULTURE PROGRAM (ILCP)

► Ext. 3771 & 3772

Blasco Hall ► Lower Level ► Student Resource Center

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

The ILCP teaches ESL (English as a Second Language) classes to international students including speaking and listening, reading and vocabulary, grammar and writing classes. International students are also assisted with cultural adaptation and help in acclimating to the U.S. education system.

INTRAMURAL PROGRAM

► Ext. 2421

Marian Center ► Upper Level

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

Activities start in September.

The intramural program at Avila University is designed for the participation, and enjoyment of the entire Avila Community, regardless of ability. We strive to realize the benefits of social recreation and competitive involvement. This includes faculty, staff, undergraduate, graduate students, and alumni. It is our goal to maintain a safe and fun environ-

ment. The philosophy of intramural sports is "COMPETITIVE FUN," so come and join us. If you have questions or ideas, please call.

LIBRARY, HOOLEY-BUNDSCHU LIBRARY ▶ Ext. 3621

Whitfield Center ▶ Upper Level

Fall 2002 Hours	▶ Monday – Thursday	8:00 am – 11:00 pm
	▶ Friday	8:00 am – 6:00 pm
	▶ Saturday	10:00 am – 5:00 pm
	▶ Sunday	3:00 pm – 11:00 pm

The Hooley-Bundschu Library is the information resource center for the campus. It houses a collection of over 60,000 books, a current subscription list of 500 periodicals and newspapers, videotapes, CD-ROMs, DVDs and the entire ERIC document collection on microfiche. The Library is a member of MOBIUS, a statewide consortium of over 50 academic libraries with a shared on-line catalog. The Library subscribes to on-line search services DIALOG and WESTLAW, as well as providing student access to the bibliographic databases FirstSearch and ERIC. In addition, the Library provides access to full-text and bibliographic databases such as EBSCOhost, Academic Universe, Gale Business & Company Resource Center, Contemporary Women's Issues, NewsBank Missouri Newspapers, the ABC-CLIO databases and the American Chemical Society Database. A children's literature collection and study rooms are available for faculty and student use. In addition, the Library houses a computer lab with sixteen PCs connected to the campus network and providing email and Internet access as well as Microsoft Office and curriculum related software. Macintosh computers are also available. The Library is designed to provide an environment conducive to learning and research in an age that merges written and electronic media.

LOST AND FOUND ▶ Ext. 3630

Marian Center ▶ Lower Level ▶ Bookstore

Hours	▶ Monday – Thursday	8:30 am – 6:00 pm
	▶ Friday	8:30 am – 4:00 pm
	▶ Saturday & Sunday	Closed

Books and personal property found on campus are held at the Bookstore in Marian Center. To turn in or recover lost articles, contact the Bookstore staff.

MAINTENANCE/HOUSEKEEPING

► Ext. 3629

The physical plant staff is responsible for the maintenance of buildings, grounds and equipment on the campus, along with housekeeping services. The Director of Physical Plant is involved in all planning and execution of new construction, remodeling and refurbishing of the campus and serves as the University's expert on all physical plant issues. Any questions or concerns about the physical plant, inclusive of maintenance, housekeeping, and grounds keeping, should be directed to Dave Gebauer, Director of Physical Plant.

MONTESSORI SCHOOL

► Ext. 3744

Hodes Education Center ► Rooms 715 & 716

School Hours ► Monday – Friday 9:00 am – 3:00 pm
(*fall & spring semesters only*)

The Avila Montessori School provides schooling for children age three to six (3-6), including kindergarten. Enrollment options are available in both full-day and half-day sessions. Certified Montessori teachers instruct classes. Days of service closely coincide with the academic calendar. Before and after school care is available through Avila Child Care Center.

ORIENTATION FOR NEW STUDENTS

► Ext. 3660

Marian Center ► Lower Level

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

New Student Orientation facilitates the transition of all new students into the collegiate environment with an emphasis on educational, intellectual, cultural, and social opportunities.

REGISTRAR'S OFFICE

► Ext. 2410

Blasco Hall ► Upper Level

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

Listed below you will find just a few of the many services the Registrar's Office provides:

- Class registration
- Course changes
- Transcript – copies & forwarding
- Class schedule copies
- Changing majors

Many functions of the office require a picture ID to be presented by the student.

RESIDENCE LIFE

► Ext. 3660

Marian Center ► Upper Level

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

As an integral part of the Student Life Office, the residence hall program strives to compliment a student's academic program through a community living experience. Along with the convenience of living on campus, living in the residence halls allows you to interact with students of diverse backgrounds, cultural experiences, and lifestyles.

Each residence hall consists of a fully air-conditioned environment, featuring student rooms to accommodate up to 225 students, professional live-in staff, and professionally trained student staff. Lounge, laundry, and kitchen facilities are located on each floor, and the residence hall complex contains exercise rooms, piano practice rooms, a computer lab, and an Academic Outreach Center. Each student room comes complete with cable television service, local telephone service, and data port connections.

Additional information about the residence halls, including the community living standards, staff contact information, and processes and procedures can be found in the Residence Life sections of this handbook. To find out how to become more involved in Residence Life, contact the Student Life Office at (816) 501-3660.

SECURITY

► Ext. 2466 for voicemail

O'Reilly Hall ► 1st Floor ► Southeast Lobby

Hours ► 24 hours a day, everyday.

► **Emergency Number** (816) 501-2474

► **Non-emergency Number** (816) 501-2466

► **Non-emergency Pager** (816) 840-1815

The campus is staffed by professional contracted security officers 365 days a year, 24 hours a day. Campus security officers are provided through a contract service with JACO Security, a duly licensed private security company. Security officers can be reached via an office phone at ext. 2466. **For emergency contacts, security needs to be called at (816) 501-2474.** Security also carries a pager which can be reached at

(816) 840 –1815. A voice paging system will receive the call. The caller should give his/her name, a message describing the situation, his/her location, and phone number. The security guard will contact the caller or meet the caller as needed.

If the situation calls for immediate emergency response from local authorities, Call 911 (Campus phones – dial 9-911).

Security also is available for escorts on campus, incident report filing, automobile jump starts, parking lot assistance, crime statistics and safety education. All campus crimes or incidents must be reported to Campus Security or the Student Affairs Office at (816) 501-3627.

STUDENT ACTIVITIES

► Ext. 3660

Marian Center ► Lower Level

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

The Office of Student Activities supports approximately 30 student organizations that sponsor activities such as social events, entertainment, speakers, trips, recreation, films, leadership development, workshops, publications, resource libraries, and service learning. Our goal is to create leadership and involvement opportunities where students can enhance leadership skills and personal development. The Office of Student Activities also coordinates the operation of the Marian Center and New Student Orientation activities.

STUDENT AFFAIRS OFFICE

► Ext. 3627

Marian Center ► Upper Level

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

The Division of Student Affairs is designed to assist students in reaching their full potential in and out of the classroom. Services, programs, opportunities for development, and assistance in many areas are available and encouraged. Functioning out of this office is the Vice President for Student Affairs and the Administrative Assistant to the Vice President. The Vice President and Dean serves as the chief associate of the President in all student matters and promotes and enforces policies and procedures which support the missions, values, and philosophy of the University. Information and referral to a wide variety of offices and programs in the Student Affairs Division are available from

this office. Information concerning the Student Handbook, Code of Conduct, Parking Policies, and Crime Statistics are directly available here. If students have any needs or interests that are not being addressed, they may contact the Vice President and Dean for Student Affairs at any time.

STUDENT LIFE OFFICE

► Ext. 3660

Marian Center ► Upper Level

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

The Student Life Office includes Residence Life, Conference Services, Food Service, Student Activities & Organizations, New Student Programs, Intramural Athletics, and Central Reservations. Drop by the Student Life Office to obtain your student ID card, reserve a room or a student activity van, sign up for an Intramural athletics team, obtain a residence hall contract, learn more about commuter meal plans, or to join a club

STUDENT RESOURCE CENTER (SRC)

► Ext. 3666

Blasco Hall ► Lower Level

Office Hours ► Monday – Friday 8:00 am – 5:00 pm

Appointments are encouraged.

Our staff members are campus professionals who provide a wide range of student services including:

- Academic support through College Skills and Tutoring
- Personal Counseling
- Intensive Language & Culture Program (English as a Second Language)
- Career Services
- English & math placement exams (by appointment only, including evenings & weekends)
- Disability Services

While our services are diverse, they all focus on helping Avila students to succeed.

SWITCHBOARD

► Ext. 0

Blasco Hall ► Upper Level

Hours ► Monday – Friday 8:00 am – 5:00 pm

The switchboard provides general information, assists callers to the correct department, and provides directions to guests.

UPWARD BOUND

► Ext. 2438

O'Reilly Hall ► 1st Floor

Office Hours · ► Monday – Friday 8:00 am – 5:00 pm

The Upward Bound Program is a TRIO Program funded by the U.S. Department of Education that serves low income and first generation high school students in their preparation for successful entry to colleges and universities. The Director and staff work with University faculty/staff and students to execute a program involving year round tutoring and programs in addition to a summer, six-week, residential learning and living experience for students on campus.

WELLNESS

► Ext. 3668

Hodes Education Center ► Room 713

Office Hours ► Monday – Friday 8:00 am – 5:00 pm
(*fall & spring semesters only*)

Wellness activities and programming are available to all student, faculty, and staff. Programming is designed to promote wellness and non-competitive recreational opportunities. The Wellness advisor and student assistants plan forums, classes, and activities.

III. CODE OF STUDENT CONDUCT

Purpose of the Code

As a Catholic University, sponsored by the Sisters of St. Joseph of Carondelet, Avila maintains a position that its educational role is more than an exchange of knowledge and the pursuit of wisdom. Avila is committed to the educational development of the total person, and seeks to develop an environment that is conducive to academic endeavor, social, spiritual, personal, and physical growth with individual self-discipline and responsibility. It is the purpose of this Code of Student Conduct to create an environment in which students have the best chance to learn, to study, and to grow as members of this community and the world community. This Code of Student Conduct allows members of our diverse community to live in harmony, to interact effectively, and to learn from each other.

The University operates from a value system in which caring, sharing, and respect are paramount. While we value diversity, and seek to serve all segments of society, we do not aspire to be only a reflection of society. We seek higher goals with higher values and higher standards. This is the community that you have chosen, one that expects more from itself, more from one another and more from you.

It is the intent of this code to set forth in a clear, concise, and uniform manner the expectations of students who join with the University Community and to set forth administrative and judicial procedures whereby those who are accused of violating the rules may be afforded due process.

Application of the Code

Students attending Avila University automatically place themselves under the jurisdiction of the Code of Conduct. It is of paramount importance for students to familiarize themselves with the rules and regulations affecting them. Participation in the Avila Community entails responsibilities as well as privileges. Acceptance and adherence to these policies are necessary for the protection of the rights of others and the community. Violation of the policies and procedures contained within the Student Handbook may limit your privileges and jeopardize your membership in the Avila University Community.

Attendance at a private educational institution is not compulsory. The individual who enters this community voluntarily assumes obligations of performance and behavior required by the institution, relevant to its purposes and functions. These obligations are generally higher than those imposed on citizens by civil and criminal laws. The Student Code of Conduct, and the policies and procedures contained within it, apply to all students enrolled in any program on our campus. The Code applies to all University premises and at all University activities, whether on or off-campus. The Code may also apply to student behavior even when it is off-campus and unconnected to a school activity, if the conduct adversely impacts the University Community or its objectives. Obviously, the character of our students is a vital interest to the University and certain on and off-campus behaviors may be seen as detrimental to the University and to the status of a student member.

Policies and Procedures under the Code

Contained within this Student Handbook is a listing of policies and procedures designed to help achieve the overall purpose of the Code - to create a harmonious living/learning environment. While not intended to be all-inclusive, the items contained in this handbook should offer guidance and example for anyone trying to live by the values and mission of this institution. The policies set forth basic standards of behavior and conduct. Students are expected to adhere to the letter and the spirit of these standards. When appropriate, students shall participate in the formulation of policies and rules pertaining to student conduct and in the enforcement of such rules.

It is impossible to list every type of violation possible under the Code of Conduct. The ideal is to have as few regulations as possible and to be guided by broad statements that exemplify who we are as an institution and the values we hold dear. Even if a type of behavior isn't covered under the University Policy section of this handbook, all of us should be guided by the Mission of the University, the Values of the University, and the statements made above concerning the purpose and application of the Code of Conduct. We expect all members of the community to have respect for oneself, respect for others, respect for property, respect for authority, and to conduct themselves in an honest and truthful manner. We expect all members to live in harmony, to interact effectively, and to learn from each other. Although the following list is not intended to be all-inclusive, normally, misconduct of the following nature is subject to discipline and/or civil and criminal penalties:

1. Dishonesty, such as cheating, plagiarism, knowingly furnishing false or misleading information to University officials.
2. Forgery, alteration or use of University documents, records or instruments of identification with intent to defraud.
3. Action which disrupts or tends to disrupt teaching, research, administration, disciplinary proceedings or other University activities on or off University premises or which endangers or tends to endanger the safety, health or life of a person, including but not limited to:
 - a. Physical or verbal abuse of any person;
 - b. Sexual assault of any person;
 - c. Hazing in any and all forms;
 - d. Disorderly conduct or loud, indecent or obscene conduct;
 - e. Turning in false fire alarms or tampering with fire equipment.

4. Action that damages or tends to damage public property or private property not one's own.
5. Appropriating for one's own use public or private property without the consent of the owner or the person legally responsible for that property.
6. Actions inconsistent with published rules relating to the use of campus buildings and other facilities.
7. Actions inconsistent with the Mission Statement of the University.
8. Failure to comply with directions of University officials acting in the performance of their duties.
9. Violations of civil laws and University regulations concerning the possession and/or use of illegal drugs and alcoholic beverages.
10. Violations of federal, state, and municipal laws or any other conduct not included above which adversely affects the function of the University and the pursuit of its educational purposes and objectives.

Standard of Proof for Student Responsibility

In any hearing to determine whether a student is responsible for violating University Policies, the standard used is a "preponderance of evidence" (i.e. "more likely than not") as used in civil situations. The standard is not "beyond a reasonable doubt" as is used in criminal cases.

Interaction with Local Authorities

When a student has been apprehended for violations of local, state, or federal laws, the University will not request, or agree to, special consideration due to that individual's status as a student. The University will cooperate fully with law enforcement agencies and other agencies responsible for rehabilitation efforts. In addition to any action taken by civil or criminal authorities, the University reserves the right to impose its own disciplinary sanctions if the University believes that the student's conduct interferes with the purposes, objectives, or responsibilities of the University.

While the activities covered by the laws of the larger community and those covered by the University's rules may overlap, it is important to

note that the community's laws and the University's rules operate independently and that they do not substitute for each other. The University may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether University rules have been violated.

THE DISCIPLINE PROCESS

Students violating the policies contained in the University Policies section of this handbook will be referred to the appropriate campus authority depending on where the violation occurred, the person(s) involved, and the type of violation. Ultimately, it is the duty of the Vice President and Dean for Student Affairs to enforce the Code of Student Conduct. He/She may designate other department(s) and/or campus official(s) in monitoring and regulating the Code as he/she deems appropriate. **At times, if the violation of campus policies involves special circumstances, the Vice President and Dean of Student Affairs may immediately intervene and administer the disciplinary process and offer due process protections directly through his/her office.**

Temporary Suspension

As a general rule, an individual's status as a student shall not be altered until a hearing occurs and the issues involving violation of school policies have been discussed with that student. Experience has shown, however, that prompt and decisive disciplinary action may be required in extreme cases before there is an opportunity to conduct a hearing, as in cases where a student's continued presence on campus constitutes an immediate threat or injury to the well-being or property of the University Community or to the orderly functioning of the University. The Vice President & Dean for Student Affairs and the Associate Dean for Student Affairs reserve the right to immediately remove a person from campus until such time as a disciplinary hearing may be conducted.

Due Process

While not constitutionally mandated to guarantee due process, the process listed below tries to offer certain due process protections in order to ensure fundamental fairness.

Please note also that criminal law principles are irrelevant to the application of our standards of behavior for students.

Disciplinary Procedures

- 1) The discipline process is usually initiated by the writing of an “Incident Report” concerning the alleged violation of campus policies. Incident reports can be submitted by any member of the Avila University Community. Incidents involving behavior in the residence halls should be given to the appropriate Residence Life official. Incidents involving behavior outside of the residence halls should be submitted to the Associate Dean for Student Affairs.
- 2) Alleged violations of Avila University rules and regulations will most often result in a fact-finding investigation, if needed. Accordingly, students either directly involved with the alleged violation and/or those students indirectly involved and able to provide information leading to the resolution of the incident may receive a written request from the University official conducting the investigation. If sent to a student who is alleged to have violated University Policy, the request will list the alleged violation. Most likely, if the incident happened in the residence halls, the University official involved will be a Resident Director. For more serious incidents, the University official most likely will be the Director of Residence Life, the Associate Dean for Student Affairs, or the Vice President for Student Affairs. The recipient of the request will be required to make an appointment and meet with the appropriate official to discuss the incident. Usually, the recipient must respond within 48 hours. This time frame may be abbreviated in serious cases. A student’s failure to respond to a request to meet for such a purpose is considered a serious violation itself, which could result in immediate sanctions and loss of any right to appeal.
- 3) Once the investigation is completed, the University official will meet and conduct a disciplinary hearing with the student alleged to have violated University Policy. The student will be informed of the alleged violation of University Policy. The student will be free

to present his/her side of what happened and discuss with the University official whether a violation did or did not occur. This disciplinary hearing, for Level 1 and Level 2 offenses, will most likely be conducted in an informal, one on one setting, with a Residence Director, the Director of Residence Life, or the Associate Dean for Student Affairs. Decisions involving Level 1 offenses cannot be appealed. Decisions involving Level 2 offenses can be appealed to the hearing officer's direct supervisor according to the appeal process listed below.

- 4) If the alleged violation could result in a sanction of Level 3 or higher, the student, in most cases, has the option to have the incident and evidence evaluated by a larger panel of decision-makers. If the incident involves a resident student or an incident that occurred in the residence halls, and is concerning a Level 3 violation, this panel would be composed of resident student(s) and resident assistant(s), with the Director of Residence Life, in most cases, chairing the panel. For commuter students where the incident occurred outside the residence halls, and for any students facing a Level 4 or higher sanction, this type of hearing panel would most likely be chaired by the Associate Dean for Student Affairs. If a commuter student is involved, commuter student representative(s) will be part of the panel. Panel membership is appointed by the Chair and approved by that person's direct supervisor. Both panels would eventually be making a recommendation to the Chair detailing level of responsibility and level of sanction, if appropriate. The Chair would not be a voting member of the panel but would administratively run the hearing and decide whether to implement the recommendation of the panel. The Chair reserves the right, in special situations, not to accept the recommendation of the panel. Procedures detailing the functioning of a hearing panel will be communicated by the Chair to those involved in the hearing process.
- 5) The Chair of the panel would be responsible for implementing the panel's recommendation, if accepted by the Chair. If the student disagrees with the panel's recommendation, the student may appeal the decision to the Chair of the panel who will then make a final decision. If the Chair, on his/her own volition, decides not to accept the recommendation of the panel and implements his/her own decision, the student could appeal this decision to the next level of decision-maker. The next level of decision-maker would

then be making a final decision concerning the matter with no other appeals being available. The recommendation of the hearing panel will be followed in most cases unless the Chair believes that a severe error has occurred that would endanger the fundamental fairness of the Avila disciplinary system.

- 6) If the student is found responsible for violating campus policies, then the University authority or the hearing panel, depending on which disciplinary procedure is invoked, will also determine the appropriate sanction(s) for the violation and a time frame for its completion. The student will be given a discipline form or letter detailing the violation(s) for which he/she is being held responsible and detailing the sanction parameters. Possible levels of sanctions and consequences from each level are described in the Level System section below.
- 7) Should the student wish to appeal the decision of the University official or panel for a situation where appeals are permissible, he/she must submit a written request to the appropriate University official as stated above. All appeal requests must be made within five working days of receipt of the original sanction.. Grounds for the appeal must be contained in the appeal request. Standard grounds for an appeal include:
 - a. Original hearing was not conducted fairly in accordance with set procedures.
 - b. The decision wasn't based on substantial information.
 - c. The sanctions imposed were inappropriate for the violation.
 - d. New information or facts have come to light that were not presented at the original hearing because they were not known to the person appealing at the time of the original hearing.

The University official reviewing the appeal will issue a decision as soon as possible but not later than 30 days following a request.

- 8) The student does not have a due process right to representation by legal counsel at any hearing. Students who have concurrent criminal charges pending against them are permitted to consult with counsel during their disciplinary hearing although the role of counsel is limited to consultation only.

- 9) If the alleged violation of University Policy occurs during a time when conducting a hearing panel meeting is inappropriate (e.g., finals week, break periods, prior to panel training, etc.), then the hearing will be conducted by the appropriate University official, with an appeal process, if available, going to the next level of University decision maker.

The Level System

The disciplinary process at Avila involves the use of certain levels of responsibility and disciplinary sanctions. Also it incorporates a listing of typical behaviors addressed at each level. Since no two incidents are identical, campus officials will use their discretion in issuing appropriate sanctions that best fit the policy violation and the circumstances involved. The list of sanctions is not all-inclusive. It is important to remember that the levels need not be sequential in order. In other words, a student may be immediately placed on a higher level of sanctions without progressing sequentially through the lower levels. Also the following is meant to be a guideline, not a cookbook, of typical incidents and possible sanction levels resulting from those infractions. It is not meant to supplant the professional judgment of the University official involved in the discipline process (i.e. an incident listed as a Level 1 may, based on the circumstances, result in a finding of Level 2 responsibility and sanction). If there is a cost associated with an element of a student's sanction, the cost will be the responsibility of that student.

Level 1: Warning Status

Consequences: Students will receive a written warning. He/she may also lose special privileges, may have special conditions attached, or may be required to make fiscal restitution.

Typical Infractions: Minor violations – noise, visitation, first-time minor alcohol offense, etc.

Level 2: Probationary Status

Disruptive behavior of a more serious nature. Consequences include the range of sanctions available in a Level 1 violation and the possible implementation of the following additional sanctions:

1. Loss of special residence hall and/or other campus privileges or the addition of special conditions that need to be fulfilled.

2. Loss of participation in any University sponsored activities and functions such as athletics, student government, etc
3. Community Service
4. Behavioral expectations, including referral to the University Counseling Office or various referrals to other on, or off-campus offices and/or agencies.

Typical Infractions: Continued violation(s) after being on Level 1, alcohol offense, harassment, disorderly behavior, failure to complete prior disciplinary process requirements.

Level 3: Final Warning Status

This level means that your behavior severely calls into question your suitability as an Avila student. Any further violations will result in a recommendation for your suspension and/or dismissal.

Consequences include the range of sanctions available in a Level 2 violation and the possible implementation of the following additional sanctions:

1. Expulsion from the residence halls for a period up to four months. Students removed from the halls are not entitled to any financial refund or release from financial liability. Food service privileges may or may not be affected. Students may be forced to move out of the residence halls immediately, although an attempt will be made to allow the student time to find other housing arrangements. The time allotted for moving out will not normally exceed 24 hours.
2. Loss of the ability to represent the University in any official capacity and severe restrictions on your activities on campus.
3. Any other sanction designed to help the student learn and be held accountable for his/her actions.

Typical Infractions: Repeated violations and/or serious violation(s) of University Policies. Depending on the circumstances and the severity of the following infractions, the student may immediately be recommended for suspension or dismissal. Level 3 should be viewed as the minimal sanction for the following infractions. Again, this list is not intended to be all-inclusive:

- Possession or use of a weapon or explosives, including fireworks.
- Sexual Harassment
- Vandalism
- Any action that threatens, endangers, or abuses the physical and/or emotional well-being of any member of the Avila Community.
- Physical or verbal abuse of any Avila staff member, including Resident Assistants.
- Theft
- Tampering with fire equipment or alarm systems.
- Contribution to the delinquency of minors.
- The presence, possession, use, sale, or distribution of any illegal drugs.
- Failure to respond to a reasonable request of a University official acting in the performance of his/her duties, including all Resident Assistants.
- Failure to complete prior disciplinary process requirements.

Level 4: Suspension

This level is one of involuntary separation of the student from the University for a definite period of time after which the student is eligible to return. The disciplinary authority may establish additional individual requirements that must be fulfilled prior to and after reinstatement.

Level 5: Dismissal

This sanction is one of involuntary separation of the student from the University. The separation is permanent in that it does not project a definite time of eligibility to return. Any student who has been dismissed from the University for disciplinary reasons may be readmitted only by the authority of the President upon the recommendation of the Vice President and Dean for Student Affairs. The disciplinary authority may establish additional individual requirements that must be fulfilled prior to and after reinstatement.

IV. UNIVERSITY POLICIES

AIDS, ARC, AND POSITIVE HIV ANTIBODY TEST – AVILA UNIVERSITY GUIDELINES AND RESPONSE

AIDS is a medical condition that is characterized by a defect in the body's natural immunity against disease, leaving it susceptible to a variety of illnesses, known as opportunistic infections. At present, there is no vaccination or cure available.

Based on current evidence, casual person-to-person contact, as would occur among students, faculty, and staff in a college setting, poses no known risk of virus transmission.

People with AIDS, ARC (Aids Related Complex), or positive HIV antibody test present no danger to those with whom they go to class, share rooms, share bathrooms, eat, work, or study near. Those living with persons having AIDS, ARC, or positive HIV antibody test are at no extra risk, unless they are sexual partners or they are sharing contaminated needles.

While AIDS is not highly contagious, it is a serious, life threatening disease.

The following guidelines have been developed to provide guidance to the total University Community regarding AIDS.

1. Each case of ARC, or positive HIV antibody test in a student, faculty, or staff will be evaluated upon its own merit.
2. Consideration of the existence of ARC, or positive HIV antibody test will not be part of the initial admission decision for those applying to attend the University.
3. University officials will not undertake mandatory programs or screening students, faculty, or staff for antibody to HIV.
4. Most college students who have ARC, or positive HIV antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend classes.

5. There is no medical justification for restricting the access of students, faculty, or staff with AIDS, ARC, or positive HIV antibody test to the student center, housing, cafeteria, gymnasium, recreational facility, or other common areas.
6. Students, faculty, or staff are encouraged to inform Health Services if they have AIDS, ARC, or positive HIV antibody test in order that the University can provide them proper medical advice, care, and education. This, like all other medical information, must be handled in a strictly confidential manner.
7. Health Services will be able to counsel those desiring to be tested or to refer them to counseling sources. Referrals for testing and counseling will be made to those sources that are confidential or anonymous.

ALCOHOL

Avila University is a dry campus. Therefore the possession and consumption of alcohol is prohibited on the Avila campus or at Avila University sponsored events, unless the Vice President & Dean for Student Affairs has granted an exception in writing. Special permission to serve alcoholic beverages is limited to a select few special events on or off campus and only with added requirements to ensure safe and responsible use. This policy applies to all members of the Avila Community and to guests to the campus. Persons who are in the presence of alcohol or in possession of alcohol paraphernalia (including empty or full alcohol containers, kegs, bongs, funnels, etc.) will be documented and referred to the disciplinary system. Repeat offenders of the alcohol policy and those involved in a serious alcohol abuse incident may be required to enter a substance abuse program, along with other sanctions available in the Code of Conduct discipline system. The University is obligated to observe the laws regulating drinking and to safeguard those persons whose rights are threatened by irresponsible drinking on campus or at social events sponsored by the University.

BUILDING ACCESS

Campus facilities are open to students, faculty/staff and guests of the University at various hours for specific buildings and areas. Check with campus security for specific hours of operation. Security makes rounds in each building after they have been secured. Individuals found in

buildings after hours will be asked to show identification, and those who are in the buildings without proper authorization will be referred for disciplinary and/or criminal action. Propping open the doors to any building, especially the residence halls, causes a significant security risk to those inside. Such action will be viewed as a serious violation of school policy. Being in an unauthorized section of any building or in any area for which public access is not allowed, including boiler rooms and roofs of buildings, is also strictly prohibited.

CANCELED CLASSES

Students will not be notified individually of class cancellations due to inclement weather. University officials will contact local television and radio stations, and have the announcement made via their normal notification process. In situations where University officials have not canceled classes, students are urged to use their own judgment in deciding whether it is safe to travel to campus. As in all situations, students who miss classes will be held responsible for material covered during the class session.

CONSENSUAL RELATIONSHIPS

Amorous relationships between persons of unequal power and position within an organization can lead to difficulties and liabilities for all parties. Avila University considers amorous relationships between employees and students to be unethical when the employee has professional responsibility for the student in the context of supervision, teaching, or advisement or has direct power to control benefits, rewards, privileges, or penalties.

COURTSHIP VIOLENCE

Courtship violence occurs when one person in a dating relationship uses physical force so as to injure or abuse another person in that relationship. Examples of courtship violence are slapping, grabbing, pushing, kicking, and hitting. Both women and men can be victims of courtship violence.

Avila University does not condone the use of violence by any individual. This type of behavior could result in dismissal from campus. Due to the dynamics involved in courtship violence, disciplinary procedures may be adapted in order to best meet the

needs of both parties. Counseling for both parties is always recommended and is often required.

DRUGS

Possessing, using, selling, or attempting to obtain any illegal drug or controlled substance (including marijuana) is strictly prohibited by federal and state statutes. Any student known to be possessing, using, or distributing illegal drugs, or drug paraphernalia, is subject to University disciplinary action and referral to the proper authorities.

FACILITIES AND SERVICES

See ORGANIZATIONAL GUIDELINES in STUDENT LIFE section below.

FAILURE TO RESPOND

Students are required to comply with the reasonable requests of University staff members acting in the performance of their duties. This includes the requests of Resident Assistants and other housing staff personnel.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA")

Avila complies with the provisions of the Family Education Rights and Privacy Act of 1974. This Act, as it applies to institutions of higher learning, ensures that students have access to certain records that pertain to them and that unauthorized persons do not have access to such records. Copies are available upon request to the Registrar. For information regarding Avila's policy and procedures concerning release of student information, see the Academic Policy section of the Avila University Catalog, under Release of Student Information.

FIGHTS/HARASSMENT

Avila strives to maintain an environment where people of different beliefs and values can learn to live harmoniously. Therefore, any type of verbal or nonverbal harassment, intimidation, retaliation, or threatening behavior on the part of students will not be tolerated. This type of behavior could result in dismissal from campus.

Avila University values the right of each person to be free from discrim-

ination and harassment on the basis of sex, race, religion, age; disability, color, national origin, ethnic origin, gender, or sexual orientation. In general, conduct or words (written and/or spoken) that create an intimidating, hostile or offensive educational or work environment will not be tolerated. For information concerning harassment of a sexual nature, refer to the Sexual Harassment Policy in this handbook. Student to student harassment will be handled under the Code of Conduct procedures.

FIRE SAFETY EQUIPMENT

Tampering with fire equipment, elevator alarm bells, and fire exit doors and signs, places everyone at risk and will result in serious disciplinary action for any party found engaging in such actions. In addition, pulling a false fire alarm is a violation of state and federal law and will be treated as such. Anyone found to be responsible for a false alarm will be subject to University disciplinary action and referral to local authorities.

FIREWORKS / EXPLOSIVES

Possession or use of fireworks and/or other explosives on University property is strictly prohibited.

GAMBLING

Gambling is prohibited on the Avila University campus in compliance with Missouri State Law.

GUEST SPEAKER/PERFORMER POLICY FOR CO-CURRICULAR PROGRAMS

Avila University is committed to an objective search for truth. A healthy dialogue among the campus community is fostered as varying viewpoints and ideas are freely presented. The University encourages recognized campus organizations to invite speakers from the community to participate in this on-going dialogue and search for truth.

Speakers/performers whose topic and manner of delivery are consistent with the goals and philosophy of Avila University are welcome on campus. Invitations to guest speakers/performers are subject to the approval of the Associate Dean for Student Affairs. When selecting speakers, the University prohibits discrimination regarding the speaker's sex, race,

religion, age, color, sexual orientation, disability, or national origin.

Organizations or individuals violating any of the provisions or procedures concerning guest speakers/performers are subject to disciplinary procedures and penalties as stated in the Code of Student Conduct.

HARASSMENT

See FIGHTS/HARASSMENT above

HAZING

Hazing of individuals as members or perspective members of any campus entity shall not be tolerated. Campus entities include any group of persons operating under the name Avila University as employees, students, alumni, friends or other association. They include, but are not limited to staff or faculty groups, residence hall living units, athletic teams, fraternal Greek organizations, honorary societies and recognized campus organizations.

Hazing activities are defined as: Any action taken or situation created, intentionally, whether off or on campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to the following: Required use of alcohol or other drugs, paddling in any form, creation of excessive fatigue, physical or psychological shocks, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games, and any other activities which are not consistent with the policy or regulations of Avila University.

IDENTIFICATION CARDS

All students are required to have an official, validated Avila University ID card. Students shall present their ID card upon request of an authorized official for services and admittance to activities and events, and the use of some facilities. ID cards are required for students on a meal plan to access food service. Some local businesses grant discounts to students who present a valid ID. ID cards must be validated each semester that a student is enrolled at Avila. Replacement ID cards are available at a cost of \$20.00, due at the time of card replacement

INFORMATION DISSEMINATION

Non-University personnel, firms, and corporations shall not erect or otherwise display any sign or poster, or distribute any handbills on Avila University property which advertises or otherwise calls attention to any other product, service, or activity without expressed and written approval of the Associate Dean for Student Affairs.

Recognized campus organizations may display notices and promotional materials for events and services on the bulletin boards designated for the general use provided throughout the campus. Materials may not be posted on glass surfaces, painted surfaces such as doors, columns, walls, and the Marian Center revolving doors.

Notices and promotional material must contain the name of the sponsoring party. Sponsors are responsible for removal of posted materials immediately following the event.

Some display areas are designated for specific use or limited availability. These areas are established and assigned by the Associate Dean for Student Affairs. Display materials are subject to dating and removal after an established time period by the Student Life Office.

Members of the campus community are permitted to advertise their own personal services and property for sale on designated bulletin boards with approval from the Associate Dean for Student Affairs.

Display of promotional or informational media outdoors, or in areas not specifically designated for that purpose, must be approved by the Associate Dean for Student Affairs. Postings, promotional materials, etc., to be displayed in the residence halls, should be left in the Student Life Office.

INFORMATION TECHNOLOGY, STUDENT USERS AGREEMENT

The primary purpose of the information technology system on the Avila University campus is for educational related activities. **Usage of any part of the Avila University campus system implies agreement to all of the following.**

System Integrity

1. Ultimate responsibility for proper use and misuse of the system (including all computers, software, related equipment and the network) lies with each individual user.
2. Actions taken by users that deliberately deny authorized persons access to any aspect of the system are improper.
3. Actions taken by users that interfere with or alter the integrity of the University's equipment or software are improper.
4. Intentional actions taken by users that place onto any Avila equipment any icons or screensavers or items of a nature that would be considered offensive are improper.

Privacy and Civil Rights

1. The University respects every individual's right to privacy in the electronic forum and prohibits users of University technology including computers and users of personally owned computers linked via University telecommunications equipment to other systems from violating such rights. This includes, but is not limited to, attempts to read another person's electronic mail, to access another's files, to access electronic records containing information concerning another person, use of another person's e-mail account, and use of another person's password.
2. Accounts are not to be shared by multiple users.
3. Fraudulent, harassing, nuisance, threatening, offensive or obscene messages and/or materials are not to be displayed, sent with or stored onto any Avila equipment, or displayed with private equipment in any public forum.

Copyright Observance

1. Avila University purchases or licenses the use of copies of computer software from a variety of outside companies. The University does not own the copyright to this software or its related documentation. Users may not reproduce any portion for use on another computer without permission from Computer Services. Permission is granted only if it complies with the University's licensing or receives permission from the software developer.
2. Copyright with regards to traditional written materials applies to works in electronic forms. Users must comply with all copyright rules and regulations according to the U.S. Copyright Law.
3. Software may not be loaded and/or saved onto any Avila University

equipment without written permission from the Director of Computer Services.

4. Observances or other information regarding misuse of software or related documentation must be reported to the Vice- President of Student Affairs.

Courtesy

1. Users must observe basic technology courtesy with regards to other users. This includes, but is not limited to, refraining from excessive use of paper, refraining from making electronic mass mailings for non-University business use, and refraining from using University-owned computers or other technology for personal monetary gain.
2. The primary purpose of University-owned computers on the campus is for educational purposes. Users needing the computers for academic purposes will have priority over users playing games, in chat rooms, sending personal e-mails or other personal uses.

Enforcement

Avila University reserves the right to monitor and record usage of network resources if a violation of policies has been observed, reported or there is a reasonable basis to suspect improper use. Information gained in this way may be used in disciplinary and/or criminal proceedings. Violations of this policy will be reported to the Vice President of Student Affairs. The above listed items of prescribed conduct are not intended to be all inclusive. Any behavior that is contrary to the ethical use of Avila computer technology will be subject to disciplinary action.

Abuses of any parts of this technology policy may result in any of the following:

1. Warning to the user.
2. Short-term to long-term suspension of privileges to use the equipment or have access to the technology system.
3. Temporary or permanent suspension from Avila University, or any of the possible sanctions listed per the Code of Student Conduct.
4. Notification of law enforcement agencies.
5. The pursuit of appropriate civil and/or criminal remedies by Avila University in addition to any internal disciplinary actions taken by the University.

NONDISCRIMINATION POLICY

Avila University does not discriminate on the basis of sex, religion, age, color, disability, sexual orientation or national origin in the administration of its educational policies, scholarship and loan programs, and athletic or other University-administered programs.

Avila University is an Equal Opportunity and Affirmative Action Employer and is committed to achieving and maintaining equal opportunity in employment and personnel actions and procedures including but not limited to recruitment, hiring, training, transfer, promotion, compensation and services.

Further, Avila University is committed to non-discrimination and equal opportunity to its students including, but not limited to, recruitment, admissions, financial aid, educational policies, placement services, housing, athletics, sponsorship and conduct of co-curricular activities and other University administered programs and services.

These policies for students, faculty, and staff are to be administered without regard to sex, race, religion, age, color, sexual orientation, disability, or national origin.

Responsibility for implementation of these policies is assigned to all administrative personnel and department heads. The Affirmative Action Coordinator is responsible for monitoring said policies and shall report progress, problems, and concerns to the President.

Procedures for filing complaints and seeking their resolution are available from the Affirmative Action Coordinator.

Any concerns regarding discrimination on the basis of sex or disability should be addressed to the University Coordinator of Section 504 of the Rehabilitation Act of 1973 Title IX, in the Business Office, Blasco Hall, 816-501-3618.

PARKING

Overview

The parking policy is intended to provide reasonable access to parking for Avila's faculty, staff, students, and visitors. Parking regulations are needed to facilitate traffic flow, control parking, protect emergency

vehicle access, and reserve certain critical areas for special use. The following regulations apply to anyone that uses any type of motor vehicle on campus, whether a member of the Avila Community or a guest/vendor on our campus. If you have any questions concerning the below regulations or procedures, please contact the Avila Security Office or the Student Affairs Office.

Registration of Vehicles

All members of the Avila University Community are encouraged to register their vehicles with the Student Affairs Office if they plan on parking a vehicle on campus property. A parking tag will be provided to those that register their vehicles.

Resident students are required to register their vehicles. A valid Avila University parking tag must be displayed on the vehicle when it is on campus property. For resident students, failure to register one's vehicle or failure to display the appropriately assigned tag will result in a parking citation, a \$50 fine, possible revocation of parking privileges, and possible towing of the vehicle from the campus property. Replacement tags will be available in the Student Affairs Office with a replacement fee being applied.

Visitors to the campus may park in the appropriately marked "Visitor" spaces or use any spaces on campus that are not restricted. Visitors will be held to the same parking regulations as community members.

Parking Registration Fee

There is not a registration fee to park on campus, whether a parking tag is required or not. Parking tags are required for resident students.

Parking Regulations

Driving on Campus

- The maximum speed limit is 20 mph unless posted otherwise.
- Driving is permitted only on designated, surfaced drives. No vehicles are allowed on grass, lawns or fields without special permission.
- Driving under the influence of drugs/alcohol is strictly prohibited and local police authorities will be called.

Parking Spaces

- Vehicles should only be parked in spaces clearly marked as valid

parking spots. Parking along curbs, unless clearly marked as a parking space, is a violation. Parking across more than one spot is a violation, regardless of the location of other cars in the lot. Reserved parking spaces can only be used for the posted purpose and only by those for whom the space is intended. Designated times for use on certain spaces may also be posted and will be enforced.

- Illegally parking in reserved spaces or parking in spaces not marked for legal parking can result in a parking citation and/or immediate towing of the vehicle.
- Loading and unloading spaces have been designated and so marked. Some of these areas can be used for specific amounts of time and must be vacated after the time period has elapsed. Use of these areas for any other reason is strictly prohibited and can result in citation and/or immediate towing of the vehicle.
- Use of emergency flashers does not justify parking in violation of regulations and is not an appropriate cause for appeal.

Condition/abandonment of Vehicles

- All vehicles parked on the campus must be registered with the appropriate state licensing office. All vehicles must display a valid license plate and registration sticker. The vehicle must be maintained in a drivable condition. Vehicles that are abandoned and/or in a dilapidated state of condition may be towed from the campus. If the vehicle is registered on campus, we will attempt to contact the owner and give a reasonable amount of time to have the vehicle repaired and/or removed from campus.

Handicap Spaces

- Certain spaces on campus are reserved for those needing closer access to campus buildings due to a temporary or permanent disability. People requiring permanent handicap parking privileges will need to display a state issued handicapped license plate or hang tag.
- Others needing temporary handicap parking privileges need to obtain a temporary handicap decal from the Student Affairs Office. Proof of disability from an attending physician may need to be provided along with a specific time frame for this privilege to be extended.
- Vehicles illegally parked in a handicap spot will be cited, fined double the standard amount, and may be immediately towed from campus.

Parking Violation Fines/Consequences

If issued a parking citation, the registered owner/user of the vehicle will be subject to the following fines:

Standard Violations

- \$20.00 fine for each and every offense

Handicap Spaces

- \$40 fine and possible immediate towing of the vehicle

Parking in a restricted or handicap space

- In addition to the above fines, vehicle is subject to being towed and driver may have parking privileges revoked. If towed, all fines will still be due in addition to expenses the owner will incur in retrieving the vehicle from the impound lot and any expenses Avila University incurs from having the vehicle towed. Parking privileges may be revoked for the semester or the entire academic year.

A vehicle immobilization device may be used in lieu of towing the vehicle. A parking citation, fine, and immobilization charge will be applied.

Chronic parking policy violators will be subject to fines, towing, and revocation of parking privileges.

The recipient of a parking citation has five business days to pay the fine or appeal the ticket before the amount will be applied to his/her account. See "Appeal Process" below for further details. Unpaid fines will be treated as any other unpaid balance on a student's bill and may result in an administrative hold and/or submittal of the balance into the collection process. Employees will be held accountable for their fines by the Vice President of their division. Payment of parking tickets can occur at the Business Office during normal business hours.

In the case of flagrant parking violations, the Dean of Students, or his/her designee, reserves the right to supplement the above sanctions with sanctions available in the Code of Conduct, including and up to revocation of parking privileges, suspension and/or dismissal from the institution. Local police authorities may be involved if necessary depending on the circumstances of the violation.

The Student Affairs Office will keep a record of all registered vehicles and any associated citations. All registered vehicles will have their violation total reset to zero at the beginning of each academic year, unless parking privileges were revoked for a period of time extending into multiple years or if past parking fines remain unpaid. When payment is made, the violation total will be reset to zero.

Appeal Process

Appeals for parking violations need to be made within five business days of the citation being written. Appeals received after five days will not be considered and the fine amount will automatically be added to the student bill or charged to the employee account. An appeal form is available in the Student Affairs Office and must be returned to that office within the five business days. The appeal must explain why the ticket should be voided and offer any evidence in support.

Consequences for the ticket will be suspended until the appeal is considered. If the citation is deemed legitimate, the fine will be added to the student bill or charged to the employee account. Appeals will be reviewed as soon as reasonably possible by an appeals board consisting of staff, faculty, and student body representative(s). The decision to tow a vehicle from the campus property cannot be appealed.

PERSONAL PROPERTY LOSSES

The University is not responsible for the loss or damage to property owned by students or their guests, regardless of the cause.

RESIDENCY REQUIREMENT

Avila University believes in its responsibility to ensure that each new student is given maximum opportunity to succeed academically, developmentally, and socially. This can best be accomplished through a total integration of the University environment and residence on campus. Therefore, all full-time single freshmen and sophomores under the age of 21 are required to live in University residence halls if they are not residing with parents or legal guardians within a commutable distance from campus. Contact the Student Life Office for further information or exceptions to this policy.

SALES AND SOLICITATION

No person, firm, or corporation shall engage in the business of selling or advertising services, activities, or goods, take orders or make con-

tracts for purchase or delivery, sell or offer for sale tickets, goods, activities, or services, solicit funds, subscriptions, or orders for any purpose within the boundaries of Avila University without the written consent of the Associate Dean for Student Affairs or the Vice President for Student Affairs.

Recognized campus organizations and individual students may request permission from the Associate Dean for Student Affairs to allow for the sale of goods and services, or solicitation of funds. Permission may be granted provided that advertising and activities are planned and approved in advance, and that the financial arrangements have been made and coordinated in the Student Life Office.

SEXUAL ASSAULT

Sexual assault includes, but is not limited to, such acts as rape, sodomy, oral copulation, rape by foreign objects, and sexual battery. Any such forced or non-forced contact perpetrated against the will of the victim will be deemed sexual assault and will be treated as a serious violation of campus policy. The word "force" may refer to physical violence, coercion, or the threat of harm to the victim. If the victim was incapable of giving consent (e.g. intoxicated), then the perpetrator will be found to have committed a sexual assault.

Sexual assaults, and attempted sexual assaults, severely impact the health and safety of the entire community. A sexual assault committed by a member of the campus community against another person could result in immediate dismissal from the residence halls, campus, or both. Sexual assaults are in violation of Missouri's criminal code, therefore criminal and/or civil charges may also exist.

If you, or anyone you know, is sexually assaulted, it is important to seek immediate medical treatment. The Avila University Counseling Office is available for assistance in coping with the trauma of a sexual assault. The University encourages all victims to report sexual assaults. Please contact a Resident Director, the Associate Dean for Student Affairs, or the Vice President for Student Affairs if you are aware of any such incident. Such an incident may also be pursued through the University's policy on Sexual Harassment. Reporting the assault ensures that victims receive needed services,

enhances their recovery, allows disciplinary action to be taken, and deters assaults from happening to others.

Avila University strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance and to pursue judicial action or sanctions for their own protection and that of the entire campus community. No individual will ever be required to file a report, if after hearing all of their options, they remain uncomfortable doing so.

SEXUAL HARASSMENT POLICY

It is the policy of Avila University that sexual harassment is unacceptable conduct and will not be tolerated. To establish an environment, in which the dignity and worth of all members of the institutional community are respected, Avila University will take immediate and appropriate corrective action in cases of sexual harassment.

Avila is committed to maintaining an environment that is free from discrimination and harassment in which all Avila personnel are able to devote their full attention and best efforts to their jobs. Avila believes that each student, member of the staff, and member of the faculty should be given an equal right to succeed based on his or her abilities and performance without being bothered or distracted by offensive behavior on the part of other Avila personnel. Each person at Avila has a right to personal privacy and dignity. Each person at Avila is responsible for creating an atmosphere free of discrimination and harassment. Further, all Avila personnel are responsible for respecting the rights of their co-workers.

Sexual harassment is a form of sexual discrimination and is illegal under Title VII of the Civil Rights Act and Title IX of the Higher Education Act. Sexual harassment most often exploits a relationship between individuals of unequal power and authority (for example, between a supervisor and employee, or between a faculty member and student), but may also occur between student peers or employees of equal ranks. Any member of the Avila Community violating this policy is subject to disciplinary action (i.e., warning, restitution, suspension and/or dismissal). This policy will be strictly enforced.

1. Definition

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;

or

b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;

or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, educational performance or of creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definitions outlined above.

2. Examples of Sexual Harassment

The overriding factor in sexual harassment is that the behavior is unwanted and unwelcome. Sexual harassment is not accepted social behavior. In one extreme form, sexual harassment occurs when a person in a position of influence or control uses authority or power to coerce sexual relations or punish refusal. Sexual harassment, however, is not limited by the gender of either party, or by superior-subordinate relationships.

A hostile environment may occur even if the harassment is not targeted specifically at the individual complainant. For example, if a group of students regularly directs sexual comments toward a particular student, a hostile environment may be created not only for the targeted student, but also for those who witness the alleged conduct.

Sexual harassing behaviors may include, but are not limited to, the following:

- Coerced sexual relations.
- Physical assault, including rape.
- Unwelcome sexual flirtation, advances or propositions.

- Inappropriate personal questions.
- Verbal remarks of a sexual nature, whether to an individual or directed to a group.
- Sexually explicit or sexually offensive jokes.
- Graphic or degrading verbal or written comments about an individual or the individual's appearance.
- The display of sexually explicit, offensive, or demeaning photographs, cartoons, articles, or other written materials or objects of a sexual nature.
- Transmitting or accessing sexually explicit materials by computerized, electronic, or other means, such as e-mail and voice-mail.
- Requiring a person to wear sexually revealing clothing when not relevant to the educational or work experience.
- Any suggestive or unwelcome physical contact.
- Demanding sexual favors accompanied by promises, hints or threats concerning one's employment or educational status or opportunities.
- Verbal abuse of a sexual nature, including graphic commentaries regarding a person's body; comments regarding sexual behavior; sexually degrading words to describe a person; sexually suggestive gestures, to include staring, leering, or ogling the person's body; unwelcome requests for sexual behavior; lewd comments, sexual innuendoes, and other vocal activities such as cat calls, wolf - whistles, etc.
- Introducing clearly inappropriate or generally offensive sexual content into a classroom discussion.
- Stalking

3. Confidentiality

Faculty, staff and students of Avila University must report to one of the members of the grievance committee all alleged incidents of sexual harassment of which they become aware. This includes circumstances under which an allegation of harassment is made and accompanied by a request to keep the matter confidential and take no action. The only persons exempted from this reporting obligation are licensed

counselors and campus ministers who become aware of the allegation in the course of providing confidential counseling services.

Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Avila University will protect the confidentiality of harassment allegations to the extent possible. Avila cannot guarantee complete confidentiality, since it cannot conduct an effective investigation without revealing certain information to the alleged harasser and potential witnesses. However, information about the allegation of harassment will be shared only with those who need to know about it. Records relating to harassment will be kept confidential on this basis.

4. Record of Grievance Proceedings

In an informal grievance procedure (see Avila University Sexual Harassment Complaint Procedures), the informal grievance handler shall prepare and forward a record of all information gathered during the handling of the informal sexual harassment complaint to the Affirmative Action Officer. In the formal grievance procedure, the Sexual Harassment Grievance Committee shall prepare and forward a record of all information gathered during the handling of the formal sexual harassment complaint to the Affirmative Action Officer.

The Affirmative Action Officer shall maintain an independent and confidential file for all sexual harassment complaints. In the event of repeated complaints (whether informal or formal), the Affirmative Action Officer shall notify the Sexual Harassment Grievance Committee. The Committee may choose to investigate based on a pattern of repeated complaints.

5. Other Action Permissible

In addition to using the grievance procedures described in the section below entitled “Sexual Harassment Complaint Procedures,” persons believing that they may be the victims of sexual harassment have the right and are encouraged to tell the perpetrator that the conduct is offensive and to insist that the conduct stop.

6. Retaliation Prohibited

This policy seeks to encourage students, staff, and faculty to express freely, responsibly, and in an orderly way their opinions, beliefs, and feelings about any problem or complaint about sexual harassment. Any member of the University Community who personally or through another person attempts to interfere with, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual making a complaint of sexual harassment will be subject to prompt and appropriate disciplinary action.

7. Avila's Commitment to Effective Anti-Sexual Harassment Policies

If any student, member of the faculty, or member of the staff feels that Avila has not met its obligations under this policy, that person should contact either the Vice President for Fiscal Affairs or the Vice President for Academic Affairs. Effective anti-harassment policies depend on all members of the Avila Community, working together to address this very important subject.

8. Responsibility for Education and Dissemination of Information

The University will provide training and educational materials to personnel on the topic of sexual harassment. Copies of the policy and procedures are printed in the following official campus publications: Student Handbook, Faculty/Staff Handbook and the Avila University Catalog.

Sexual Harassment Complaint Procedures

I. Introduction

Due to the sensitive nature of sexual harassment complaints, the University has established both informal and formal grievance procedures. Individuals who believe that they have been sexually harassed should follow either the informal or formal grievance procedures outlined below.

In either the informal or the formal grievance procedure, the individual who believes he or she has been sexually harassed is called the "Complainant." The person who is accused of sexual harassment is

referred to as the "Respondent."

In cases involving student-to-student sexual harassment complaints, the complaining student, if a resident on campus, should contact his/her Resident Director. If the complaining student is a commuter student, the student should contact the Vice President and Dean for Student Affairs. This will provide students access to a disciplinary system through the school's Code of Conduct for the appropriate investigation and resolution of such complaints.

II. Sexual Harassment Grievance Committee

There shall be a Sexual Harassment Grievance Committee charged with the responsibility of administering the procedures under this section. That committee shall consist of the following individuals:

- The Vice President and Dean for Academic Affairs
- The Vice President and Dean for Student Affairs
- The Director of Health and Child Services
- The Director of Athletics
- The Affirmative Action Officer
- Chair, Faculty Assembly Committee
- Director of Annual Giving

The Committee has the right to add a student member for a hearing involving a complaint against a student. The Chairperson of the Committee is selected annually from within the committee.

III. Informal Grievance Procedure

Any student or employee who believes that he or she may be or has been a victim of sexual harassment may report the alleged harassment by bringing the matter to the attention of any one of the members of the "Sexual Harassment Grievance Committee."

The Complainant should present the complaint as promptly as possible after the alleged harassment occurs in order to facilitate a prompt investigation and speedy resolution of the matter.

Under this informal grievance procedure, one of the sexual harassment committee members will attempt to facilitate a resolution of the complaint. If such a resolution is achieved, the matter will be closed. If a satisfactory resolution is not achieved, then the committee member shall advise the Complainant of the option of filing a complaint under the formal grievance procedure. Regardless of the outcome of the informal grievance, the committee member shall prepare and forward a record of the complaint and the handling and resolution of the informal grievance procedure to the Affirmative Action Officer, who shall forward a copy to the appropriate Vice President.

IV. Formal Grievance Procedure

Any student or employee who believes that he or she may be the victim of sexual harassment may file a formal grievance under the guidelines set out below.

1. The Complainant shall prepare a written statement of the alleged sexual harassment and file it with the Avila University Affirmative Action Officer. The Respondent shall be given a copy of the complaint and notified that a copy of the complaint has been sent to the Chairperson of the Sexual Harassment Grievance Committee.
2. The Affirmative Action Officer will immediately notify the Chairperson of the Sexual Harassment Grievance Committee that a formal complaint has been made and the Respondent has been given a copy of the complaint.
3. The Chairperson shall convene a meeting of the committee as soon as practicable after the receipt of the formal complaint.
4. The Sexual Harassment Grievance Committee shall meet to discuss the complaint. The Committee will oversee a prompt, thorough investigation of the sexual harassment allegation. Investigations will be conducted according to the needs of a particular case to ensure fairness, completeness and thoroughness. Under appropriate circumstances, the committee may conduct its own informal inquiry, call witnesses, and

gather such additional information as it deems necessary to assist it in reaching a determination as to the merits of the allegations.

5. After thoroughly and promptly investigating the formal complaint, the Sexual Harassment Grievance Committee shall issue one of the following findings:

- a. A determination that sexual harassment has occurred;
- b. A determination that sexual harassment has not occurred; or
- c. A finding that no determination can be made because the evidence is inconclusive.

Once such a determination has been reached, it will be communicated in writing to both parties, filed with the Affirmative Action Officer, and a report issued to the President and the appropriate University Executive Officer.

V. Formal Action

Whenever the Sexual Harassment Grievance Committee determines that sexual harassment has occurred, the appropriate University Executive Officer will take immediate and appropriate corrective action, including discipline. Remedial measures will be designed to stop the harassment, correct its effects on the Complainant, and ensure that harassment does not recur. These remedial measures need not be those that Complainant requests or prefers, as long as they are effective. Whenever the Sexual Harassment Committee issues a finding that no determination can be made, the University may in any event take preventive measures such as training and monitoring to ensure that harassment will not occur in the future.

VI. Appeal

All decisions may be appealed to the President of the University.

SMOKING

See TOBACCO POLICY below.

SUBSTANCE ABUSE

SUBSTANCE ABUSE DEFINITION

Substance abuse consists of any use of illegal substances which leads to dependence and/or which significantly interferes with the user's ability to lead a productive and healthy life.

SCREENING FOR SUBSTANCE ABUSE

It is the responsibility of each member of the Avila Community to be aware and sensitive to the behaviors of others that may interfere with their ability to lead a productive and healthy life. Periodic educational programs are available to all students, faculty, and staff, which enhance their ability to recognize the symptoms of substance abuse.

All substance abuse is discouraged. When illegal substance abuse is suspected and has not reached a point of treatment, the Health Services Coordinator may require, with the consultation and authority of the Vice President and Dean for Student Affairs, that a student seek medical assistance and examination to remain a student in good standing.

EDUCATION OF SUBSTANCE ABUSE ISSUES

Several University organizations and departments are involved in providing programs to all community members as to the risks of substance abuse. These may include workshops, lectures, and films. The University also provides pamphlets, brochures, and fact sheets relevant to substance abuse.

Education Programs for Intercollegiate Athletics

As a part of the University -wide educational program of substance abuse, each coach of an intercollegiate sport shall provide to each student athlete a copy of the University's philosophy and policy on the issue. Through a team meeting, distribution of materials, guest speakers, or required attendance at a workshop, each coach shall insure that the student athletes within that sport have been exposed to substance abuse information and are aware of available resources.

TELEPHONE USE

Inappropriate use of the campus telephone system will not be tolerated. It is against Avila University Policy and criminal statutes to defraud or attempt to defraud the telephone company. It is also against Avila policy and potentially against criminal statutes to use the

telephone equipment for:

- placing any anonymous calls in a manner which could reasonably be expected to annoy, abuse, torment, harass, or embarrass any person
- cursing at, or abusing another, or using profane, obscene, indecent, or vulgar language
- threatening to commit a crime against any person

Students who receive annoying or obscene phone calls should notify the Residence Director and/or the Director of Residence Life immediately. Students are responsible for all phone calls made from their residence hall rooms, regardless of the person placing the call.

THEFT/DESTRUCTION OF PROPERTY

Taking or injuring property that belongs to others or belongs to Avila University is always inappropriate and not tolerated. The act of theft may lead to dismissal from the residence halls and/or campus, per the Code of Conduct. Students should report thefts, no matter how small, to hall staff, if a resident, or to campus Security for all others. Avila University is not responsible for loss, damage, or theft of property.

If a resident student, you are encouraged to always lock your room door, even when leaving for a short period of time. It is also recommended that you check with your family's insurance policy to determine coverage of your belongings, or to purchase "renter's" insurance. Report any theft or destruction of your personal property to your RA/RD immediately.

TOBACCO POLICY

Smoking and the use of non-smoking tobacco are prohibited inside all buildings on campus. Members of the Avila Community and their guests must exercise courtesy at all times in the use of smoking and non-smoking tobacco outside the buildings. Disposal of smoking and non-smoking materials should be made in the nearest outdoor receptacle provided for that purpose.

VANDALISM

Vandalism is considered a serious offense and will not be tolerated.

Vandalism may include the following:

1. Inciting to action or participating in unauthorized activities resulting in destruction of property.
2. Tampering with telephone, vending machines, or laundry facilities or causing destruction of any form on campus.
3. Damaging or destroying property in rooms, residence halls, dining room, or other University facilities.
4. Removing, damaging or destroying posters, advertisements or signs on campus.

Those found in violation of the vandalism policy will be billed for cleaning and repair or replacement of damaged property. In addition the student will be subject to disciplinary action. Members of individual residence floors or residence hall buildings may be assessed cleaning fees or damage charges if those who are responsible do not come forward or are not turned in as the persons responsible.

WEAPONS/HAZARDOUS ITEMS

Firearms, knives, swords, arrows, hazardous items, or any other weapons or hazardous materials, or any item resembling any of these, are strictly forbidden in the residence halls, in vehicles on campus, or on any other University owned or operated property. Possession of any of these items at a University sponsored event, whether on or off campus, is also prohibited. The possession or use of weapons in violation of this policy will result in immediate confiscation of the weapons and serious disciplinary action.

RESIDENCE LIFE POLICIES

Every community has basic guidelines within which all members are expected to live cooperatively. The residence hall setting presents a special situation where students are living in close contact with each other on a daily basis. In this special situation, it is most important that all residents respect the rights and privileges of others.

A resident student is a member of both the campus residential community and the overall University Community. With the additional privileges afforded to resident students are accompanying responsibilities. The policies listed here, in addition to all general University Policies,

serve as a guideline for you as a member of the campus residential community. These policies are not, and cannot, be considered all inclusive—any issue not specifically covered will be addressed as necessary in congruence with the Avila University Mission and Value statements.

Building Security

Each resident is responsible for taking part in the security of the residence hall. Allowing entry of non-residents; propping, damaging or tampering with exterior doors; and giving keys and/or access cards to nonresidents, compromise the safety of the hall and its residents. These and similar behaviors are prohibited and will be viewed as a serious violation of Avila University Policy, and will be dealt with as such.

Bunk beds/Lofts

Students choosing to construct a bunk bed or loft must contact their Residence Hall Director for a safety inspection of the loft after completion. A minimum of 36" clearance must remain between the upper bunk and the ceiling. The supports cannot be pressurized against the ceiling, walls, or furniture structures. Windows and ventilation units cannot be obstructed by the structure. The use of false floors and chains are prohibited. Loft structures may not be built in front of the windows or doors of the room. Any structure deemed to be unsafe by residence life staff would need to be removed immediately.

Cooking Appliances

Due to concerns for fire and safety standards, only microwaves, automatic coffee makers, and "dorm-size" refrigerators (5.5 cubic feet or less) may be used in residents rooms. Each floor is equipped with a full kitchen, complete with a refrigerator, stove, oven, microwave, and sink. To prevent fires, cooking appliances must always be attended while in use.

Damages

Damages to the residence hall should be reported to your RA or RD immediately. All rooms are inspected prior to occupancy, and again when you vacate the room. Any damage, beyond normal wear and tear, will be charged to the room occupants. If the responsible party cannot be identified, both occupants will share the charge. In the event of damages to common areas, residents of that floor or building

may be held responsible if the responsible party cannot be identified. At the end of each semester, damage charges will be subtracted from the room deposit. If the damage charge exceeds the \$50.00 deposit, the amount will be charged to your student account. Any room deposit account falling below \$25.00 will need to be brought back up to \$50.00 prior to the beginning of the next semester.

Fire Hazards

Due to the potential for fire, any smoldering item, item with an open flame, or explosive item are not permitted in the residence halls. Therefore use of incense, candles, explosives, fireworks, gasoline, pot-pourri burners, and incendiary devices of any kind are not permitted in the residence halls. Students are permitted to "cook-out" using the grill provided outside of Ridgway Hall. Grills (including George Foreman style electric indoor grills) and hibachis are not permitted inside the residence hall or on balconies.

Furniture

Residents are responsible for all University furniture provided in their rooms. All furniture is to remain in your room, unless permission has been granted to place it in storage. The resident is responsible for returning any stored University furniture to the room prior to checkout. Any damaged or missing furniture will be billed to your account. Common area furniture is for the use of all residents and must remain in its original area. Students found to have such items in their rooms will be fined a minimum of \$100.00 per item and will be subject to the disciplinary process.

Hall Sports

In the interest of personal safety, practicing your toss, throw, kick or putt in the hallways is not permitted.

Keys

Each student will receive a room key and an exterior door access card. These keys are issued to residents for their personal use only. Under no circumstances may the exterior door or room key be loaned or given to another person. Reproduction of a room key is strictly prohibited. Any time a student moves out of the residence hall or changes room within the residence halls, all keys must be returned to an authorized staff member for collection and verification. Return of keys is to be noted by

the staff person on the Room Inventory form for the rooms being vacated. Failure to return any key will result in a charge for replacement of all applicable locks.

Pets

Small fish in bowls or aquariums (maximum capacity of ten gallons) are allowed in student rooms. No other pets are permitted in the residence halls.

Quiet Hours

All residents have the right to a reasonable amount of time for study and sleep. For this reason quiet hours have been established.

Quiet hours are:

Sunday through Thursday 10:00 pm – 10:00 am

Friday & Saturday 12:00 am (Midnight) – 12:00 pm (Noon)

During finals weeks, quiet hours are extended. Noise heard outside of a shut student room door or within student rooms from the hallways will be considered violation of the quiet hours policy. In addition, out of respect for all residents, noise is expected to be kept at a reasonable level 24 hours a day.

Room Decorations

Students are encouraged to personalize their rooms by adding their own decorating touches. However, no permanent changes may be made. In keeping with Avila's Mission and Value statements, the display of signs, posters, or other messages that are obscene, offensive, or demeaning is not allowed. Signs, beverage containers, posters, etc. that can be viewed from the street are not allowed.

Room Entry

Avila University respects your privacy, but on occasion, entry into your room may be necessary. Measures are taken to notify students prior to room entry if the circumstances involved in the specific situation make that notification reasonable. If notice does not occur prior to room entry, than the student will be notified shortly thereafter. Avila University reserves the right to enter a student's room under the following circumstances:

- Reasonable evidence exists that a violation of University Policy, state, or federal law is occurring.
- Where there is concern for life, safety, health, or property.
- To perform inspections for purposes of sanitation, repair, or renovation. All rooms will be inspected by a staff person during each break to ensure security, safety, and sanitation.

Smoke Detectors

Residents are required to test the smoke detectors in their room on a monthly basis. Replacement batteries may be obtained by completing a "Send Help" form and submitting the completed form to your Residence Director. Students are not to alter the smoke detector function in any way. As the malfunction of a smoke detector places all residents at risk, students may be required to submit written verification of their monthly detector tests.

Visitation/Guests

Residents are permitted to have guests in their rooms. Overnight guests of the same gender are permitted with the agreement of both residents. All overnight guests must be registered with your RA by completing an "Overnight Guest" form and submitting to your RA prior to your guests arrival. Guest registration is critical in case of an emergency situation. Overnight guests may not stay for more than three days during any thirty-day period. Any guest staying beyond the times listed below is considered an overnight guest:

Sunday through Thursday	9:00 am – 12:00 am (Midnight)
Friday & Saturday	9:00 am – 2:00 am

Residents are fully responsible for their guests' conduct throughout their visit. Any guest, whether staying overnight or not, needs to follow University Policies. Visitors must be escorted by their resident host at all times. Any guest found in violation of Avila University Policies may be prohibited from returning to the residence halls. Roommates are encouraged to discuss appropriate visitation times for their room. No student shall be denied access to his/her room at any time or be placed under undue hardship by the presence of a visitor. All individuals must use bathroom facilities designated for their gender.

Waterbeds

Please leave them at home. Due to structural concerns waterbeds are not permitted in the residence halls.

Windows

Window screens must remain in the window at all times. Window screens may be removed by authorized personnel for repair, cleaning, or emergency access. Tossing of items from room windows is strictly prohibited due to the potential for injury to others. Anyone caught tossing items from their window at any time, will be referred to the discipline process.

OTHER UNIVERSITY POLICIES

Note: For the following University Policies or Procedures, please refer to the Avila University Catalog:

- Admissions Procedures
- Financial Regulations
- Financial Aid
- Academic Program Information
- Academic Policies
 - Catalog Student Must Follow
 - Placement Examinations
 - Transfer of Credit
 - Student Load and Classification
 - Academic Advising
 - Student Responsibility for Degree Completion
 - Exceptions to Academic Policies
 - Registration
 - Repeated Course Work
 - Class Attendance
 - Academic Honesty
 - Program Changes and Withdrawals
 - Credit Hours and Grading System
 - Grade Reports
 - Transcripts
 - Release of Student Information
 - Procedure for Grade Appeal
 - Participation in Commencement
 - Academic Honors
 - Degree Requirements
 - Course Numbering System
- Undergraduate Programs/Courses
- Graduate Programs/Courses

V. RESIDENCE LIFE - GENERAL INFORMATION

The Residence Life Staff

Resident Assistants (RAs) are upper-class students who have been carefully selected and trained to assist you in making the residence halls a positive living environment. The RAs are responsible for community building, educational and social programming, policy enforcement, and peer counseling. Your RA is a source of information and support and a great listener.

Residence Directors (RDs) are professional staff that live in each residence hall and are responsible for the daily management of the halls. Both RDs serve as a resource and are helpful in addressing any concerns you may have, about living in the residence halls or life in general.

The **Director of Residence Life & Conference Services** collaborates with the staff to set forth the goals and direction of the residence life program, and works with the staff to attain and maintain a positive community environment in the residence halls.

Resident Assistants

Jamie Cox	room 111	ext 5211
John Mulnix	room 211	ext 5232
Molly Kennedy	room 311	ext 5255
Lucas Wiester	room 322	ext 5230
Mike Michalski	room 411	ext 5340
Savia Coutinho	room 511	ext 5332
Jeremy McGowan	room 522	ext 5350
Kimberly Brim	room 622	ext 5360
RA Duty Pager	(816) 840-2361	

Residence Directors

Ridgway - Terrell Tigner	Carondelet - Dachia Scroggins
Office: ext 2421	Office: ext 2485

RD Duty Pager **(816) 840-5432**

Director of Residence Life & Conference Services

Lee Trueblood	Marian Center	ext 3626
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The BASICS

Some of the things you might want to know.

What is my telephone number?

Your telephone number is provided in your check-in packet and is located on the telephone jack in your room. The area code is 816 and the first three digits of all residence hall phone numbers is 943.

Your number will look something like this: **(816) 943-******

When you are calling to another campus telephone number, you only need to dial the final four digits of the phone number. When you are dialing off-campus, you must first dial the number **9**. Long distance may only be accessed through a calling card or prepaid phone card that has a toll-free access number (1-800 #)

What is my mailing address?

Mail is delivered to the campus daily except Saturdays, Sundays, and holidays. Student mail is distributed to your mailbox by the front desk. Mail is generally available by 5:00 pm each day. Your mailbox combination code is located in your check-in packet. If you lose or forget your mailbox combination or have difficulty accessing your mailbox with the code provided, contact your RD for assistance. Your new mailing address is:

**Your Name
Room Number and Residence Hall
11901 Wornall Road
Kansas City, MO 64145**

If you would like to send something off-campus, outgoing mail can be placed in the mailboxes in front of Blasco Hall. Stamps are available for purchase in the Bookstore and are also available through the ATM machine in Marian Center.

Special Residence Hall Facilities & Services

Academic Outreach Center

The residential Academic Outreach Center is located on the 5th floor of Ridgeway Hall. The center provides information about study techniques, assistance with study group formation, resource materials, and tutoring connections.

Cable TV

Basic Cable Service is provided in all student rooms and hall lounges. A limited number of cable cords are also available. Please see your RD for availability. Channel 7 is the Avila Movie Channel and Avila TV.

Computer Room

A computer room with IBM compatible computers and a laser jet printer is located on the first floor of Carondelet Hall for resident use. Unless otherwise specified, the computer room is available 24-hours per day for resident's convenience.

Fitness Rooms

Small fitness rooms are available on floors 2, 3, 5, and 6 in the residence halls. In addition, there is a wide range of fitness equipment and an indoor walking track located in the Mabee Fieldhouse for student use and enjoyment. See the Mabee Fieldhouse for posted hours.

Kitchens

Each floor is equipped with a full kitchen off of each lounge. The kitchens are open for all residents to use. Please enjoy them but clean up after yourself. Each floor may establish standards for kitchen use. Please observe any posted kitchen policies.

Laundry Rooms

Each floor has a laundry equipped with 2 washers and 2 dryers. The cost to wash is 75 cents and the cost to dry is also 75 cents. Should you encounter any difficulty with the machines, please complete and turn in a "Send Help" form, so we may request service.

Lounges

Each floor has a lounge for student use. The furniture in the lounges is provided for use in the lounges only and cannot be removed. Residents who move this furniture into their room will enter the discipline process and be fined a minimum of \$100.

Piano Rooms

A baby grand piano is available on the 2nd floor of Carondelet and the 5th floor of Ridgway. Enjoy using the pianos, but please be aware of the time as others may be sleeping or studying.

Storage

Limited storage is available for boxes and suitcases during the school year by current residents only. All items must be clearly labeled and dated before being stored. Avila University is not responsible for loss, theft, or damage to stored items. Contact your RA to gain access to the storage area on your floor.

Telephones

Local and on campus telephone service is provided at no cost to you. Residents must provide their own touch-tone phone. Long distance service may be accessed by calling cards or prepaid phone cards that have toll-free access numbers. Prepaid calling cards are available for **purchase in Marian Center. Residents' phone numbers are considered to be public directory information. Residents who do not wish to have this information disclosed to the general public must notify the Associate Dean for Student Affairs in writing within the first 10 business days of the semester.**

Vending Machines

Soda (Pop) machines are located in the stairwell of each building at the tunnel entrance. Snack vending machines are located in the tunnel by the bookstore.

Keeping Safe in the Halls

The degree of security in the residence halls is dependent upon residents taking responsibility for their own safety. A safe community is one in which all members of the community are alert and observe basic safety precautions.

Top 10 Safety Tips

1. **ALWAYS** lock your door!
2. Report all suspicious activity or persons to your hall staff or Security.
3. Use the buddy system when going out at night.
4. Tell somebody where you are going and call when you arrive at your destination.
5. **NEVER** prop open exterior building doors
6. **NEVER** let a stranger into the building. If they are really here to see somebody, that person will meet them and let them in.

7. Report any missing items to your hall staff immediately.
8. Your RA can help with security questions.
9. In case of a emergency, page security at 840-1815 and enter a number where you may be reached.
10. ALWAYS think about how your actions might impact the community.



Dangerous Weather

From time to time, hazardous weather conditions develop in the Kansas City area. Should the Civil Defense sirens sound on campus, seek shelter in the tunnel immediately. The Residence Life staff will be working to evacuate the building to the safety of the tunnels. Your cooperation and quick response will be greatly appreciated. If there is not time to reach the tunnel, seek shelter in the lounge of the first floor of your building keeping away from windows. Keep noise to a minimum and listen for directions from a staff member. The sirens are tested the first Wednesday of every month at 11:00 am. Do not confuse this test with an actual emergency.

Fire Safety

If you discover a fire:

- Pull the nearest alarm pull station.
- Notify residence hall staff immediately of the fire location

When the Fire Alarm Sounds:

- Leave the building immediately.
- Close all doors behind you as you exit.
- Walk, DO NOT RUN, as you exit the building.
- Stand clear of the building after evacuating.
- Do not re-enter the building until you are instructed to do so by a residence hall staff member or a fire safety professional.

Fire Safety Tips:

- Do not open the door if the doorknob is hot.
- If you cannot leave the room, go to the window and signal for help.
- If there is smoke, keep low to the floor.
- DO NOT attempt to fight the fire when the alarm has sounded, evacuate the building.

For your own protection, obey fire regulations. Failure to evacuate when the alarm has sounded will result in disciplinary action.

Illness or Injury

In case of accident or illness:

- Inform a residence hall staff member.
- Contact Carol Frevert, Director of Health Services, lower Carondelet tunnel, ext. 3668.
- **In an emergency, call 9-911.**
- If you require an ambulance you will be transported to the nearest medical facility (St. Joseph Health Center). You will be responsible for ambulance and medical charges.

Your Residence Hall Contract

Contract Terms

The Residence Hall and Food Services Contract, which you signed is a legally binding contract in effect for one entire academic year, consisting of fall and spring semesters. All individuals living in a campus residence hall must be enrolled as a student at Avila University. The contract does not cover room and board for the Thanksgiving break, semester break, spring break or summer break. Students interested in housing during these periods will need to contract separately.

Residency Requirement

Avila University believes in its responsibility to ensure that each new student is given maximum opportunity to succeed academically, developmentally and socially. This can best be accomplished through a total integration of the University environment and residence on campus. Therefore, all full-time single freshmen and sophomores under the age of 21 are required to live in University residence halls if they are not residing with parents or legal guardians within a commutable distance from campus.

Contract Termination

Students can only be released from their housing contract under a few specific circumstances. Permission to cancel the contract must be attained from the Director of Residence Life. Refer to your Residence Hall and Food Services Contract for further details regarding contract termination.

Residence Hall Procedures

Avila University Residence Life strives to provide an environment, which is safe, feels comfortable, and supports the academic mission of the University. The procedures listed below serve as guidelines for you as a resident and a member of the University Community.

Check-In and Check-Out Procedures

All residents must complete a "Room Condition Report" form with their RA at the time of check-in. This form should be completed thoroughly with time taken to detail any concerns regarding the move-in condition of your room. Your RA will provide guidance in completing this form.

Check-out procedures will be posted prior to final exams. To check-out of your room you must schedule a time with a residence life staff member. All residents must follow formal check-in and check-out procedures to ensure receipt of the refundable room deposit. Failure to follow check-in or check-out procedures may result in forfeiture of your housing deposit and/or additional charges.

Lock-Outs

Each resident is expected to carry his/her key and door access card at all times. A student who is locked out of his/her room should contact the Student Life Office during normal business hours (3660) or the duty RA after hours (816-840-2361), to be let back into their room. A service charge may apply to residents with excessive lock-outs during the year. If you lose your key, you may obtain a temporary key from your RD. Temporary keys are good for 24 hours, after which time if you have not found your key and returned the temporary key, you will be charged a fee of \$45 to replace your lock and produce new keys for your room.

Maintenance

If something is, or becomes, broken in your room, please complete a "Send Help" form and return it to your RA or RD. Any emergency maintenance issue should be communicated directly to the RA or RD on duty.

Room Changes

Room assignments are intended for the academic year. Room/roommate changes are considered on an individual basis. If you would like to discuss the possibility of making a room/roommate change you must first meet with your RA.

VI. STUDENT LIFE

ORGANIZATIONS

Getting involved in organizations and activities is an important part of the total University educational experience. As a participant, you develop such skills as interpersonal communication, organization, budgeting, time management, delegation, motivation, and the art of compromise.

Avila University has approximately 30 student organizations which provide leadership and involvement opportunities for all students.

Listed below you will find a brief mission statement of these student organizations. If you would like further information about any of the groups listed, please complete a "Student Organization Interest" form, available from the Student Life Office in Marian Center.

1. **AdVILA** - Promotes fellowship, free exchange of ideas, and a better understanding of the functions of advertising and its values.
2. **AVILA AMBASSADORS** - Promotes Avila University and its values as official representatives of the Admissions Office. Ambassadors provide tours to prospective students and participate in special University events.
3. **AVILA BUSINESS STUDENT'S SOCIETY** - Provides a dynamic, organized structure, which fosters social and professional growth among its members.
4. **AVILA EDUCATION ASSOCIATION** - Provides opportunities for professional growth, professional networking, community service, and social networking to teachers and pre-service teachers at Avila University.
5. **AVILA MOCK TRIAL** - Promotes critical thinking, cooperative problem-solving, public speaking and mutual trust between team members while affording students that opportunity to actively participate and engage in trial activity and litigation.
6. **AVILA PRODUCTIONS** - The on-campus television network and complete production company.

7. **AVILA SINGERS** - Avila University choir group.
8. **AVILA STUDENT NURSES ORGANIZATION** - Contributes to nursing education in order to provide the highest quality health care. Provides programs representative of fundamental and current professional interest and concerns.
9. **AVILA STUDENT SOCIAL WORK ASSOCIATION** - Plans & promotes discussion of social issues, community involvement, opportunities to learn about different practice areas of social work.
10. **BETA BETA BETA HONOR SOCIETY** - Honor society for the biological sciences, affiliated with Bio/Med Club.
11. **BIO/MED CLUB** - Forum where members can meet with other students in majors within the natural sciences.
12. **BLACK STUDENT UNION** - Provides Avila University with programming that promotes cultural diversity.
13. **BOBBY WITCHER SOCIETY** - Focuses on the study and appreciation of herpetology (study of reptiles).
14. **CAMPUS MINISTRY** - Promotes the communication of Avila University values to the campus community. Provides opportunities for fellowship and spiritual exploration and understanding.
15. **DEBATE TEAM** - This team of students competes in debate and forensics competition with local and regional institutions.
16. **ENGLISH CLUB** - Promotes a mastery of written expression, encourages worthwhile reading, and fosters a spirit of good fellowship among students of the English language and literature.
17. **GROUP ACTIVITY PROGRAMMING (GAP)** - Plans and promotes a variety of social, cultural, recreational, and educational events and activities to meet the co-curricular needs of the entire student body.
18. **INTERNATIONAL STUDENT ORGANIZATION** - Increases interaction among students from numerous cultural backgrounds.

19. **KAPPA DELTA PI** - Honor society for education majors. Affiliated with the Avila Education Association.
20. **NATIONAL ASSOCIATION OF MASTERS IN PSYCHOLOGY** - Promotes education for individuals training and trained at the Masters level in psychology.
21. **PRE-LAW CLUB** - Serves as a professional outlet for students interested in state, federal, international, and common law.
22. **PSI CHI HONOR SOCIETY & PSYCHOLOGY CLUB** - Promotes educational and social opportunities for students interested in psychology. Psi Chi Honor Society is the honor society for psychology majors, affiliated with the Psychology Club.
23. **RADIOLOGICAL SCIENCE CLUB** - Meets the academic and social needs of students studying in the radiological science program.
24. **RESIDENCE HALL ASSOCIATION (RHA)** - Integrates the ideals of the residence halls to promote leadership in those residence halls.
25. **SCOP** - The Avila University literary magazine.
26. **SIGMA TAU DELTA** - Honor society affiliated with the English Club.
27. **STUDENT SENATE** - Avila University student government.
28. **THE TALON** - Avila University student newspaper.
27. **WELLNESS** - Provides intramural and health awareness programs for the students of Avila University.

ORGANIZATION GUIDELINES

Membership

Campus organizations must be open to all students without regard to sex, race, religion, age, color, sexual orientation, disability, or national origin. Active membership in recognized campus organizations is limited to members of the Avila University Community (students, faculty, staff, and administration). Voting privileges and the right to hold office are limited to members of the University Community. Organizations may affiliate with external organizations whose philosophy and operations are consistent with the campus organization and Avila University.

Recognition as an Official Avila University Club or Organization

When they are formed, the purpose and operation of campus organizations must be consistent with the philosophy of Avila University and be approved by the Vice President and Dean for Student Affairs. Students should seek the assistance of the Director of Student Activities in exploring possible interest in a proposed new organization/club. If significant interest exists, students can begin the formal process to become recognized.

The formal process to become recognized as an Avila organization is as follows:

- 1) Create a Club Constitution and submit it to the Director of Student Activities. The Constitution must include, at a minimum, a statement of purpose, criteria for membership, and the club's rules and procedures.
- 2) Submit a list of proposed officers.
- 3) Identify an advisor
- 4) Meet with the Director of Student Activities to obtain his/her recommendation to the Student Senate for approval as an official recognized club.
- 5) Schedule with the Student Senate a time to propose the new club and to seek their official recognition of the club.
- 6) The Senate will forward their recommendation to the Vice President and Dean for Student Affairs. No club or organization is officially recognized as an Avila organization without the V.P. and Dean for Student Affairs final approval.

In order to continue to be recognized each year, campus organizations must register annually with the Student Life Office. Contact the Student Life Office to pick up a registration form. When registering, the organization must make sure the following is updated and on file in the Student Life Office:

- A. A Club Constitution that includes, at a minimum, a statement of purpose, criteria for membership, and the club's rules and procedures.
- B. The name of the current advisor.
- C. A current officer address list. Any student organization that fails to provide updated information within the first 45 days of the academic year will be listed as a dormant status. This includes loss of all privileges listed below until information becomes current.

Benefits of being a recognized student organization. Recognized student organizations may, in compliance with University policies:

- A. Use University facilities and services
- B. Sponsor on-campus fund-raising events
- C. Apply for funds through the Student Activity Fee Board
- D. Sponsor programs and activities under the auspices of Avila University
- E. Access supplies available for student organization use (such as paper, etc. for advertising)

Loss of Recognized Club/Organization Status or Discipline
Revocation of recognized campus organization's status may result if:

- A. an organization strays significantly from its purpose.
- B. there is a mismanagement of funds.
- C. the organization incurs debts.
- D. there is misuse of facilities or services.
- E. a violation of policies occurs.
- F. lack of participation in Council of President meetings.

Recognized campus organizations are responsible for compliance with the Code of Student Conduct. Infractions committed by organizations or individuals will subject both organization and individuals to possible disciplinary action.

Council of Presidents

The Council of Presidents is comprised of the President or lead officer of each student organization and the Director of Student Activities. Their purpose will be, among other responsibilities, to improve communication between all organizations and to strive toward the betterment of campus life and campus activities. This Council will also provide a forum for discussion of campus policies and procedures concerning organizations. Throughout the academic year, each student club/organization must be represented at each Council of Presidents meeting.

Dues

Recognized campus student organizations may charge minimal dues, if necessary, for the successful operation of the organization. The amount of such dues must be approved by the Associate Dean for Student Affairs.

Advisor

Campus organizations are free to choose an advisor from the full-time faculty, staff, or administration of the University. Appointment of an advisor who is not a full-time member must be approved by the Associate Dean for Student Affairs.

Sales and Solicitation/Fund-Raising

No person, firm, or corporation shall engage in the business of selling or advertising services, activities, or goods, take orders or make contracts for purchase or delivery, sell or offer for sale tickets, goods, activities, or services, solicit funds, subscriptions, or orders for any purpose within the boundaries of Avila University without the written consent of the Associate Dean for Student Affairs or the Vice President for Student Affairs.

Recognized campus organizations and individual students may request permission from the Associate Dean for Student Affairs for sale of goods and services, or solicitation of funds. Permission may be granted provided that advertising and activities are planned and approved in advance, and that the financial arrangements have been made and coordinated in the Student Life Office.

Access to Organizational Funds

Student Activity Fee Account

1. Refer to your budget request and award letter to determine whether funds were allocated for this purpose.
2. Student leader and advisor should confer to approve expenditure.
3. If there is a bill to be paid, submit invoice and check request to Office of Student Life to process payment. "Check Requests" forms are available at the Student Life office in the Marian Center.
4. If there is a request for reimbursement, submit receipt and check request to Office of Student Life. "Check Requests" forms are available at the Student Life office in the Marian Center.

Allow one week for processing of a check request. You have the option of having the check mailed to the appropriate person/agency or picking it up from the business office. **All checks charged to the Student Activity Fee must be approved by the Associate Dean for Student Affairs.**

Recognized Clubs and Organizations are eligible to receive funds each year to be used toward programs and activities. This is similar to a line of credit provided through the Student Activity Fee Account, but, it is important to remember that if this funding is not used by the end of the fiscal year, June 30th, then any unused portion is no longer available.

Independent Organization Account

The Student Affairs office also maintains an independent student club/organization account. This account was designed to accommodate deposits of funds raised by clubs and organizations (including membership dues). **All monies collected by clubs and organizations must be deposited into the Independent Organization Account.** This is separate from the Student Activity Fee fund. Clubs may make deposits and withdrawals of funds by contacting the Student Life office (ext. 3660). The Student Life office acts as the treasurer of this account. The Associate Dean for Students Affairs or Vice President for Student Affairs must sign all requests. The money in this account, like any other checking account, stays in this account until it is spent, regardless of Avila's fiscal year. Funds from the IOA account are requested in the same manner as SAF.

Different from Student Activity Fee Fund: The Student Activity Fee allocations or "lines of credit," must reflect submitted budgets and do not carry over from one year to another. Organizations may use IOA money in ways consistent with the philosophy and purpose of the organization and the University. IOA funds are carried over from one year to the next.

Allocation and Spending Guidelines

Allocation and operating guidelines that the Student Activity Fee Board and Avila University has deemed as appropriate.

- To receive funds, a student club or organization must be approved by the Student Senate and the Vice President for Student Affairs. At any point that this recognition occurs, the club or organization is eligible to receive the seed money that the SAFB has allocated for such entities.
- Clubs and organizations, in order to receive funding, are required to participate in the Council of Presidents as organized by the Director of Student Activities.
- Access for funds will be weighed in light of the requests for funds that were approved by the Student Activity Fee Board. Organizations must make a special appeal to spend money outside of their approved requests.
- Activity fee funds may be used to pay honorariums.
- Activity fee funds may not be used to pay students as a salary compensation for duties fulfilled as part of co-curricular activities
- Activity fee funds may not be used for food purchases over \$50.00 for regular meetings where only minimal members of the community benefit from this expenditure.
- Activity fee funds may be used to help fund participation in national conferences or events if funds have been requested specifically for this purpose.
- Capital outlays for equipment are reviewed on an individual basis and may be approved if the equipment is used for programming that benefits a large portion of the student body.

Posting Guidelines

Recognized campus organizations may display notices and promotional materials for events and services on the bulletin boards designated for the general use provided throughout the campus. Materials may not be posted on glass surfaces; painted surfaces such as columns and walls; nor on the Marian Center revolving doors.

Notices and promotional material must contain the name of the sponsoring party. **Sponsors are responsible for removal of posted materials immediately following the event.** Some display areas are designated for specific use or limited availability. These areas are established and assigned by the Associate Dean for Student Affairs. Display materials are subject to dating and removal after an established time period by the Student Life Office.

The Marian Center stairwell space may be reserved for posting banners and other promotional materials by contacting the Student Life at ext.3660. Postings for the residence halls should be left at the Student Life office in Marian Center. All postings must contain the name of the sponsoring group(s).

Facilities and Services

Avila University encourages the use of its facilities by Avila students, recognized student groups and community groups. Although many facilities are used primarily for academic purposes, there are many locations that may be reserved (on a first-come, first-served basis) to conduct meetings, presentations, and other programs.

Conference rooms may be reserved through the Office of Student Life at ext. 3660. Classrooms may be reserved through the Registrar's Office at ext. 2410. For a specific room set up, please fill out a Maintenance Request Form and return it to the Business Office.

There are no charges for use of Avila facilities by student organizations or faculty/staff if used to conduct Avila University related business. For non-Avila business uses, and for uses requiring services such as catering and other special arrangements, charges are determined by the Director of Conference Services in compliance with guidelines established by the University. Call ext. 3660 for more information.

Contracts

In order to protect Avila University and its student organizations from financial and technical difficulties arising from contracts with entertainers, vendors, businesses, or other groups or persons offering services or products to students, all contracts for student sponsored events or services must be pre-approved and signed by the Associate Dean for Student Affairs and the group's advisor. A copy of all contracts must be filed in the Student Life Office.

OTHER CO-CURRICULAR OPPORTUNITIES

GOPPERT THEATRE

Four fully-designed, lighted, costumed, and staged shows, usually a musical and three dramas or comedies, are presented by the theater program each academic year in Goppert Theatre. With directors drawn from the faculty and guest professionals, Avila students have the opportunity to audition for a role, stage-manage a show, work in the theater box office or production office, design and build sets or lights, sew costumes or construct props, and all of the other numerous essentials that are part of live theater. All students, regardless of major, are welcome to participate in the theater productions. Auditions occur in late August and late November for each semester's shows and are publicized on campus prior to the actual dates. Every student enrolled at Avila is admitted to all theater productions free of charge. For more information, contact Charlene Gould at ext. 2411.

STUDENT PUBLICATIONS

The Talon is the student newspaper and is published approximately eight times per academic year. Previous experience is not required to serve on the staff, and participation is open to anyone interested in any aspect of newspaper production.

The Scop is Avila's art and literary magazine. It is issued once a year at the end of the Spring semester. Students comprise the entire editorial staff, under the guidance of faculty advisors from both the Art and English departments. The magazine publishes the best prose, poetry, and artwork the University has to offer. Submissions to the magazine are open to all Avila students, faculty, and staff, and awards are offered for the best work in each group.

THORNHILL ART GALLERY

Located in the lower Whitfield Center, Thornhill Art Gallery has exhibited many student and professional pieces in past years. The gallery is open throughout the year and presents six exhibits, as well as student presentations at the end of each semester. To present work, students must meet the requirements in the University catalog. If interested, contact the Department of Humanities at ext. 3689.

ATHLETIC SCHEDULES

FOOTBALL

Head Coach: Tim Johnson

Date	Day	Opponent	Time	Location
09/07/02	Sat	William Jewell	7:00PM	Liberty, MO
09/14/02	Sat	Baker	7:00PM	Baldwin City, KS
09/21/02	Sat	Benedictine	7:00PM	HOME
10/05/02	Sat	Central Methodist	1:30PM	Fayette, MO
10/12/02	Sat	Culver-Stockton	1:30PM	Canton, MO
10/19/02	Sat	Lindenwood	1:30PM	HOME
10/26/02	Sat	Evangel	1:30PM	HOME
11/02/02	Sat	Graceland	1:30PM	Lamoni, IA
11/09/02	Sat	Missouri Valley	1:30PM	HOME
11/16/02	Sat	MidAmerica Naz	7:30PM	HOME

WOMEN'S BASKETBALL

HEAD COACH: GREG MITTELSTEADT

Date	Day	Opponent	Time	Location
11/02/02	Sat	Baptist Bible	5:30PM	Springfield, MO
11/05/02	Tue	Central Christian	5:30PM	McPherson, KS
11/09/02	Sat	Sterling	5:00PM	Sterling, KS
11/12/02	Tue	Baptist Bible	5:30PM	HOME
11/14/02	Thur	Bethany	5:30PM	Lindsborg, KS
11/16/02	Sat	Hannibal LeGrange	6:00PM	Hannibal, MO
11/19/02	Tue	Missouri Baptist	5:30PM	HOME
11/21/02	Thur	Bethel	6:30PM	HOME
11/23/02	Sat	Ottawa	7:00PM	HOME
12/03/02	Tue	Central Methodist	5:30PM	Fayette, MO
12/07/02	Sat	Evangel	2:00PM	HOME
12/09/02	Mon	Bethany	5:30PM	HOME
12/14/02	Sat	Pittsburg State	3:00PM	Pittsburg, KS
01/04/03	Sat	Missouri Baptist	5:00PM	St. Louis, MO
01/06/03	Mon	Lindenwood	5:30PM	St. Charles, MO
01/09/03	Thur	Graceland	5:30PM	HOME
01/11/03	Sat	Baker	5:30PM	Baldwin City, KS
01/13/03	Mon	Culver-Stockton	5:30PM	HOME

01/16/03	Thur	Missouri Valley	5:30PM	HOME
01/18/03	Sat	MidAmerica Naz	5:30PM	Olathe, KS
01/20/03	Mon	William Jewell	5:30PM	HOME
01/23/03	Thur	Benedictine	5:30PM	Atchison, KS
01/25/03	Sat	Central Methodist	2:00PM	HOME
02/01/03	Sat	Evangel	5:00PM	Springfield, MO
02/03/03	Mon	Lindenwood	5:30PM	HOME
02/06/03	Thur	Graceland	5:30PM	Lamoni, IA
02/08/03	Sat	Baker	2:00PM	HOME
02/10/03	Mon	Culver-Stockton	5:30PM	Canton, MO
02/13/03	Thur	Missouri Valley	5:30PM	Marshall, MO
02/15/03	Sat	MidAmerica Naz	5:30PM	HOME
02/20/03	Thur	William Jewell	5:30PM	Liberty, MO
02/22/03	Sat	Benedictine	2:00PM	HOME
02/24/03	Mon	Begin HAAC Tourn	TBA	TBA

WOMEN'S SOCCER HEAD COACH: PAUL MCNALLY

Date	Day	Opponent	Time	Location
08/23/02	Fri	William Woods (Exhib)	2:00PM	Fulton, MO
09/27/02	Tue	Mayern Munich Club (Exhib)	5:00PM	KC, MO
08/30/02	Fri	Lindenwood	5:00PM	St Charles, MO
09/04/02	Wed	Emerald Soc Club (Exhib)	6:00PM	KC, MO
09/11/02	Wed	Ottawa	4:00PM	KC, MO
09/14/02	Sat	Hannibal-LaGrange	1:00PM	KC, MO
09/15/02	Sun	St Mary	1:00PM	KC, MO
09/19/02	Thur	William Jewell	5:00PM	Liberty, MO
09/21/02	Sat	Culver-Stockton	12:00PM	KC, MO
09/25/02	Wed	Harris-Stowe State	4:00PM	KC, MO
9/27/02	Fri	Benedictine	4:00PM	Atchison, KS
10/04/02	Fri	Central MO State	6:30PM	Warrensburg, MO
10/05/02	Sat	St. Ambrose	3:00PM	Davenport, IA
10/08/02	Tue	Tabor	4:00PM	Hillsboro, KS
10/12/02	Sat	Bethel	1:00PM	Newton, KS
10/18/02	Fri	Mid-America Naz	3:00PM	Olathe, KS
10/20/02	Sun	Central Methodist	1:00PM	KC, MO
10/23/02	Wed	Baker	3:00PM	Baldwin City, KS
10/26/02	Sat	Graceland	2:00PM	Lamoni, IA
10/27/02	Sun	Missouri Valley	1:00PM	KC, MO

MEN'S SOCCER**HEAD COACH: PATRICK PHILLIPS**

Date	Day	Opponent	Time	Location
08/30/02	Fri	Lindenwood	7:00PM	Away
09/07/02	Sat	Briar Cliff	2:00PM	Home
09/08/02	Sun	Harris-Stowe State	2:00PM	Home
09/11/02	Wed	Ottawa	2:00PM	Home
09/13/02	Fri	Columbia	7:00PM	Away
09/15/02	Sun	Saint Mary	3:00PM	Home
09/19/02	Thur	William Jewell	3:00PM	Away
09/21/02	Sat	Culver-Stockton	2:00PM	Home
09/25/02	Wed	Baker	3:00PM	Away
09/28/02	Sat	Benedictine	12:00PM	Away
09/30/02	Mon	Missouri Valley	5:00PM	Home
10/08/02	Tue	Tabor	2:00PM	Away
10/11/02	Fri	Park	7:00PM	Away
10/13/02	Sun	Missouri-Rolla	1:00PM	Home
10/18/02	Fri	MidAmerica Naz	3:00PM	Away
10/20/02	Sun	Central Methodist	3:00PM	Home
10/26/02	Sat	Graceland	4:00PM	Home

WOMEN'S VOLLEYBALL**Head Coach: Brett Talcott**

Date	Day	Opponent	Time	Location
08/30-31	Fri/Sat	HAAC Pre-Season Tourn	TBA	St. Charles, MO
09/07/02	Sat	McPherson	2PM	McPherson, KS
09/10/02	Tue	Culver-Stockton	5/7PM	Canton, MO
09/14/02	Sat	Sterling	1/2:30PM	Sterling, KS
09/17/02	Tue	Evangel	7PM	Springfield, MO
09/20/02	Fri/Sat	Bethel Tourn	8PM	Newton, KS
09/20/02	Sat	Bethal Tourn	9AM-1,3PM	Newton, KS
09/24/02	Tue	Lindenwood	5:30/7PM	HOME
09/26/02	Thur	Missouri Valley	5:30/7PM	Marshall, MO
10/08/02	Tue	Benedictine	5:30/7PM	HOME
10/12/02	Sat	Kansas Wesleyan	4/5PM	Salina, KS
10/15/02	Tue	Graceland	5:30/7PM	HOME
10/17/02	Thur	Haskell	5:30/7PM	HOME
10/18/02	Fri	Kansas Wesleyan	5:30/7PM	HOME

10/20/02	Tue	MidAmerica Naz	5:30/7PM	Olathe, KS
10/24/02	Thur	William Jewell	7PM	HOME
10/29/02	Tue	Baker	5:30/7PM	Baldwin, KS
11/05/02	Tue	Central Methodist	5:30/7PM	HOME
11/09/02	Sat	HAAC Post Season	TBA	TBA
11/12/02	Tue	HAAC Post Season	TBA	TBA
11/16/02	Sat	HAAC Post Season	TBA	TBA
11/19/02	Tue	Regional	TBA	TBA
11/21/02	Thur	Regional	TBA	TBA
11/23/02	Sat	Regional	TBA	TBA

MEN'S BASKETBALL

Head Coach: Nick Totta

Date	Day	Opponent	Time	Location
11/02/02	Sat	Baptist Bible	7:30PM	Springfield, MO
11/8-9/02	Fri/Sat	KCAC/HAAC Chall	TBA	Ottawa, KS
11/12/02	Tues	Baptist Bible	7:30PM	HOME
11/15/02	Fri	William Penn	7:30PM	HOME
11/19/02	Tue	Peru	7:30PM	HOME
11/26/02	Tue	Haskell	7:30PM	Lawrence, KS
12/03/02	Tue	Central Methodist	7:30PM	Fayette, MO
12/05/02	Thur	Haskell	7:30PM	HOME
12/07/02	Sat	Evangel	4:00PM	HOME
12/09/02	Mon	Peru	7:30PM	Peru, NE
12/29/02	Sun	Regis	1:00PM	Denver, CO
12/31/02	Tue	Colorado	2:00PM	Denver, CO
01/06/03	Mon	Lindenwood	7:30PM	St. Charles, MO
01/09/03	Thur	Graceland	7:30PM	HOME
01/11/03	Sat	Baker	7:30PM	Baldwin City, KS
01/13/03	Mon	Culver-Stockton	7:30PM	HOME
01/16/03	Thur	Missouri Valley	7:30PM	HOME
01/18/03	Sat	MidAmerica Naz	7:30PM	Olathe, KS
01/20/03	Mon	William Jewell	7:30PM	HOME
01/23/03	Thur	Benedictine	7:30PM	Atchison, KS
01/25/03	Sat	Central Methodist	4:00PM	HOME
01/27/03	Mon	St. Mary	7:30PM	HOME
02/01/03	Sat	Evangel	4:00PM	Springfield, MO
02/03/03	Mon	Lindenwood	7:30PM	HOME

02/06/03	Thur	Graceland	7:30PM	Lamoni, IA
02/08/03	Sat	Baker	4:00PM	HOME
02/10/03	Mon	Culver-Stockton	7:30PM	Canton, MO
02/13/03	Thur	Missouri Valley	7:30PM	Marshall, MO
02/15/03	Sat	MidAmerica Naz	7:30PM	HOME
02/20/03	Thur	William Jewell	7:30PM	Liberty, MO
02/22/03	Sat	Benedictine	4:00PM	HOME

BASEBALL

Head Coach: Ryan Howard

Date	Day	Opponent	Time	Location
02/08/03	Sat	Concordia	1PM	KC, MO
02/09/03	Sun	Concordia	1PM	KC, MO
02/15/03	Sat	Evangel	1PM	Springfield, MO
02/22/03	Sat	Mt. Mercy	1PM	KC, MO
02/23/03	Sun	Ottawa	1PM	KC, MO
02/26/03	Tue	Ottawa	1PM	Ottawa, KS
03/02/03	Sun	Grandview	1PM	KC, MO
03/05/03	Wed	Bellevue	1PM	KC, MO
03/08/03	Sat	Bellevue	1PM	Omaha, NB
03/10/03	Mon	Oklahoma City	1PM	Oklahoma City, OK
03/11/03	Tue	St. Gregory's	1PM	Shawnee, OK
03/12/03	Wed	Oklahoma Baptist	1PM	Shawnee, OK
03/15/03	Sat	Spring Break Trip	TBA	Ft. Myers, FL
03/16/03	Sun	Spring Break Trip	TBA	Ft. Myers, FL
03/17/03	Mon	Spring Break Trip	TBA	Ft. Myers, FL
03/18/03	Tue	Spring Break Trip	TBA	Ft. Myers, FL
03/19/03	Wed	Spring Break Trip	TBA	Ft. Myers, FL
03/20/03	Thur	Spring Break Trip	TBA	Ft. Myers, FL
03/22/03	Sat	Graceland	1PM	KC, MO
03/26/03	Wed	William Jewell	1PM	KC, MO
03/29/03	Sat	Benedictine	1PM	Atchison, KS
04/01/03	Tue	Central Methodist	1PM	Fayette, MO
04/05/03	Sat	Lindenwood	1PM	St. Charles, MO
04/09/03	Wed	Missouri Valley	1PM	Marshall, MO
04/12/03	Sat	Baker	2PM	KC, MO
04/13/03	Sun	Lincoln	2PM	KC, MO
04/15/03	Tue	Kansas	6PM	Lawrence, KS
04/19/03	Sat	Mid-America	2PM	Olathe, KS
04/23/02	Wed	Evangel	2PM	KC, MO

04/26/03	Sat	Culver-Stockton	2PM	Canton, MO
05/01/03	Thur	Haac Tournament	TBA	Liberty, MO
05/02/03	Fri	Haac Tournament	TBA	Liberty, MO
05/03/03	Sat	Haac Tournament	TBA	Liberty, MO
05/07/03	Wed	Regionals	TBA	St. Charles, MO
05/08/03	Thur	Regionals	TBA	St. Charles, MO
05/09/03	Fri	Regionals	TBA	St. Charles, MO
05/10/03	Sat	Regionals	TBA	St. Charles, MO

SOFTBALL

HEAD COACH: Steve Keel

Date	Day	Opponent	Time	Location
02/28/03	Fri	Lambuth Round Robin Tourney	TBA	Jackson, TN
03/01/03	Sat	Lambuth Round Robin Tourney	TBA	Jackson, TN
03/07/03	Fri	Kansas Wesleyan Tourney	TBA	Salina, KS
03/08/03	Sat	Kansas Wesleyan Tourney	TBA	Salina, KS
03/15/03	Sat	Missouri Valley	1-3PM	KC, MO
03/19/03	Wed	Central Methodist	2-4PM	KC, MO
03/22/03	Sat	William Jewell	1-3PM	KC, MO
03/23/03	Sun	Park	2-4PM	Parkville, MO
03/25/03	Tue	Culver-Stockton	2-4PM	Canton, MO
03/28/03	Fri	Dennis Gault Mem. Tourn.	TBA	Blue Springs, MO
03/29/03	Sat	Dennis Gault Mem. Tourn.	TBA	Blue Springs, MO
04/02/03	Wed	Evangel	2-4PM	Springfield, MO
04/05/03	Sat	MidAmerica Nazarene	1-3PM	KC, MO
04/07/03	Mon	Graceland	2-4PM	Lamoni, IA
04/08/03	Tue	Lindenwood	2-4PM	KC, MO
04/12/03	Sat	Benedictine	1-3PM	Atchison, KS
04/13/02	Sun	NW Oklahoma State	3-5PM	Alva, OK
04/15/03	Tue	Ottawa	3-5PM	KC, MO
04/19/03	Sat	Baker	1-3PM	Baldwin City, KS
04/25/03	Fri	Heart of Am Conf. Tourney	TBA	Springfield, MO
04/26/03	Sat	Heart of Am Conf. Tourney	TBA	Springfield, MO

KANSAS CITY HIGHLIGHTS

Places of Worship

All Saints Episcopal Church	9201 Wornall Rd 363-2450
Beth Shalom Congregation	9400 Wornall Rd 361-2990
Chapel of the Cross Lutheran	10819 Wornall Rd 942-4285
Church of Jesus Christ of Latter-Day Saints	8144 Holmes 363-2245
First Baptist Church of KC	100 W. Red Bridge 942-1866
First Church of the Nazarene	11811 State Line 942-9022
Greek Orthodox Church of the Annunciation	12001 Wornall Rd 942-9100
John Knox Presbyterian Kirk	11430 Wornall Rd. 942-3637
Red Bridge United Methodist	636 E 117th 941-0112
St. Thomas More (Catholic)	11822 Holmes 942-2492

Area Shopping

Oak Park Mall	95th & Quivira -Overland Park, KS (20 min. NW)
Ward Parkway	89th & Stateline - (10 min. NE)
Bannister Mall	95th & Bannister - (10 min. NE)
Town Center Plaza	119th & Roe - (5 min W)

Area Attractions

Kansas City Chiefs	920-9300/920-9400
Kansas City Comets	474-2255
Kansas City Knights	471-4222
Kansas City Mystics	913-268-5425
Kansas City Royals	921-8000
Kansas City Wizards	920-9300
Kansas City Zoo	513-5700
Lyric Opera & KC Symphony	471-7344
Missouri Repertory Theater	235-2700
Negro Leagues Baseball Museum	221-1920
Nelson-Atkins Museum of Art	751-1278
Starlight Theater	363-7827

Area Banks

Bank of America	10731 State Line Road 816-979-4851
Commerce Bank	1333 Holmes Road 816-234-2000
Nations Bank	12220 State Line Road 913-979-8005
UMB Bank	State Line and I-435 816-860-7800
U. S. Bank	11204 Holmes Road 816-508-3861

